Copy Content from Another Course

NOTE Follow this process:

- if you want to copy a WebCT section from a previous semester
- if you want to copy a current section that you have already created
- if you have begun to create your upcoming class in a temporary section
- if you have grouped your sections in WebCT, but already started creating content in one of them prior to the section grouping (see Notes at end of this document)

This process can only take place when you first click on your section in WebCT.

1. On the My WebCT screen, click on the course you are copying to.

    ![Course List](image)
    
    MGMT-202-001 (Fall 2007)
    
    MGMT-202-001 (Spring 2008)

    Click the link for your upcoming section

2. On the next screen, select Copy content from another course. Click Continue.

    ![WebCT Vista](image)
    
    Assign Course Content
    
    MGMT-202 - MGMT-202-001 (Spring 2008)
    
    You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

    - **Copy content from another course**
      
      Select from courses in which you are enrolled as a designer.

    - **Assign a template to this course**
      
      Select from templates that have been associated with this course by an administrator.

    - **Import content from file**
      
      Select this option to start importing course content from exported course file.

    ![Continue, Cancel](image)

    Note: If you have already bypassed the initial screen in your new section, please contact WebCT Support for assistance by going to [http://fastinfo.unm.edu](http://fastinfo.unm.edu). Enter FastInfo for staff, faculty, and retirees and then use the Ask a Question feature to submit a support request. Be sure to select ‘WebCT’ as the Department/Area when you submit your request.
3. You will then see a screen that lists all the sections with content that you have designer access to in WebCT. Select the section you would like to copy and then click Continue.

NOTES ON WEBCT SECTION GROUPS:

If you grouped your sections for a current or upcoming semester but had already started building your course prior to the section grouping, you can copy the content from that section into the new grouped section. For example, if you grouped MATH-418-001 with MATH-518-001, but had already started creating content in MATH-418-001, select MATH-418-001 as the section you would like to copy in Step 3.

If you are copying from a section group (formerly called “convenience cross-list”) from a prior semester, you will first need to find the title of the section group or convenience cross-list. To find the title, enter the section you would like to copy from. The title will contain the words “Section Group” or “Crosslist” and will be displayed on the upper right. Examples:

This is the title you should select in Step 3.