Instructions for Faculty Course Copy (Duper tool)

- Log in to MACC Online at [www.macc.edu](http://www.macc.edu).
- Click on the course into which you would like to copy content into.
- Click the Author tab in the upper left corner.
- Click the Course Admin tab in the upper center of the screen. Your screen should look similar to the image below.
- Click Copy Course Content.

Your screen should now look similar to the one below.

- Click Copy All Content if you want to copy an entire course and the course you are copying into (destination course) is completely blank, meaning there are no myLabs already inserted and you have not added any content to the course yet. If you don’t have a blank shell for a destination course, please request one through int@macc.edu.
- Otherwise, click Select Content to Copy.
- Click Next.
Your screen should look similar to the screen below

- Click the down arrow in the Select Source Term section to see a list of terms in which you have courses. Then select the term that holds the course you wish to copy from.
- Click the down arrow in the Select Source Course section to see a list of courses that you have in that term. Select the course you wish to copy from.
- Do the same for the destination course.
- Click Next.

Your screen should look similar to the one below

- The left side of the screen shows all of the items that can be copied to the destination course.
- The right side of the screen shows all of the items that are in the destination course.
• Click in the boxes next to the items that you wish to copy from the source course into the destination course. In this example I chose the Intro Text, Pearson eText, Multimedia Library and the entire Chapter 1 unit and all of the Chapter 1 unit contents.

• Click Next after you have chosen all of the items you would like to copy.

Your screen should look similar to the one below

This section shows the content that you have chosen from the source course you have chosen that will be copied into the destination course you have chosen.

• This screen shows what content you have chosen from the source course you chose that will be copied into the destination course you chose.

• If you agree with what is shown on the screen, click Copy Course Content.

• If you wish to make changes at this point, you can do so by clicking the back button to go to the previous selection screens.

• After you click the Copy Course Content button, you can view the progress of your copy request and see when it is completed. Most of them happen very quickly (within a few seconds.)

Now you can go to your destination course and view the content you have copied over. Congratulations!!

If you run into any problems or have any questions, please email int@macc.edu and we will be glad to assist.