

The new school year is starting and you are ready to use Schoology in your classroom. This guide shows how to copy materials you created for your courses from last year, groups you belong to, or your personal resources. Remember, it is always a *best practice* to prepare your course before you use the eLearning Portal to enroll your students, otherwise they might end up seeing an empty course.

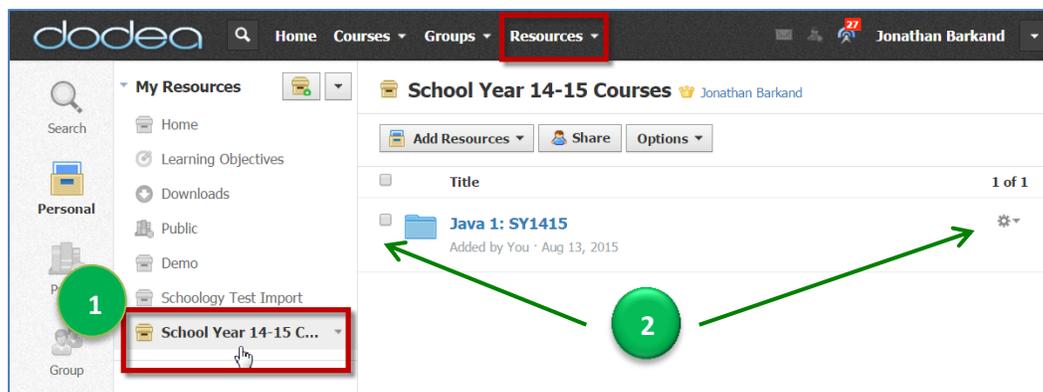
### Useful Links to Get Started:

1. How to create your new course shell for the school year.  
<https://learn.dodea.edu/guides%20resources/elearning-portal-self-service-manage-courses-enrollments/>
2. How to save content to your personal resources from last year's course.  
<https://learn.dodea.edu/guides%20resources/end-of-the-year-steps/>

### Add Content to Course from Resources:

Your personal resources is a great place to organize and create content. Working in your personal resources does not affect any courses or groups and you can also allow others to either view or edit your collection. If you used the second guide listed above, you already have all your files in your personal resources. Now it's time to move your content to your course.

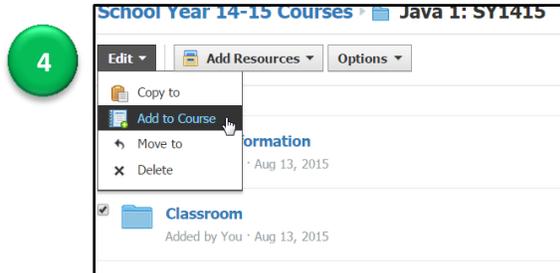
1. Go to your personal **resources** and open the collection you would like to copy.
2. For a single folder, select the **gear** next to the folder you would like to move, and for multiple folders use the check boxes next to each folder name.



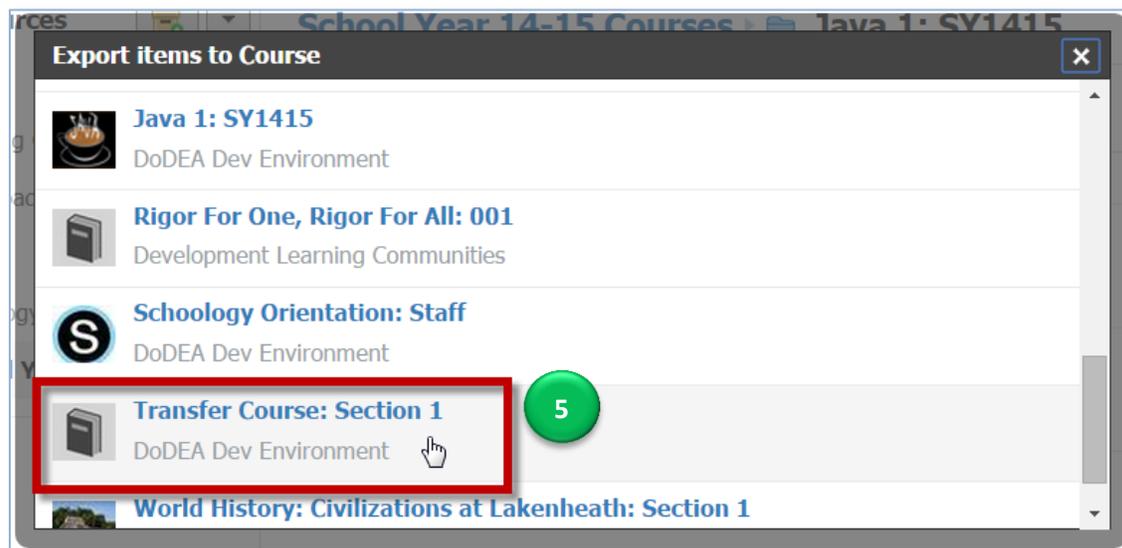
3. To move a single folder, select the **gear** icon for that folder, and then choose the option, **Add to course**.



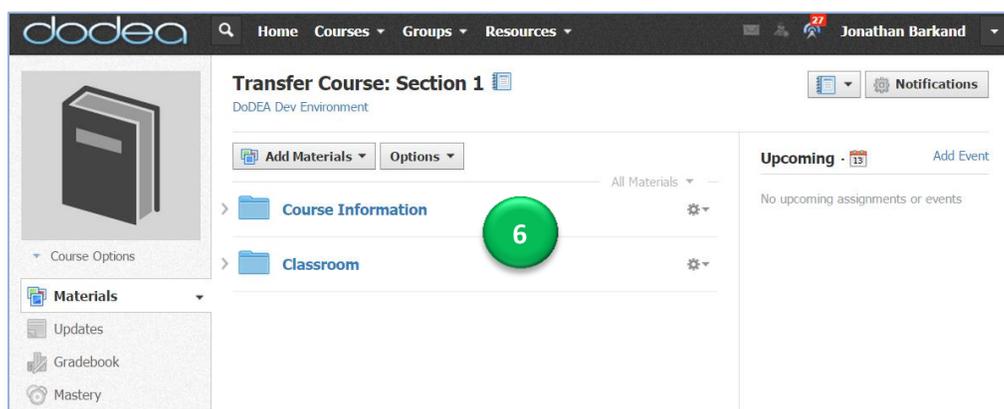
- To move multiple folders to the *same* course, select the **check box** next to each folder. An **Edit** button appears that has a drop-down menu and you can choose the option **Add to Course**.  
**Note:** You can select the **top check box** to choose all of the folders listed.



- A new window titled **Export Items to Course** appears that lists all the courses in which you are an Admin that also have an active grading period. Select the course where the content will be added.



- While the transfer is processing, a green bar appears at the top of the Schoology window. When it is complete you will see the content in your course.

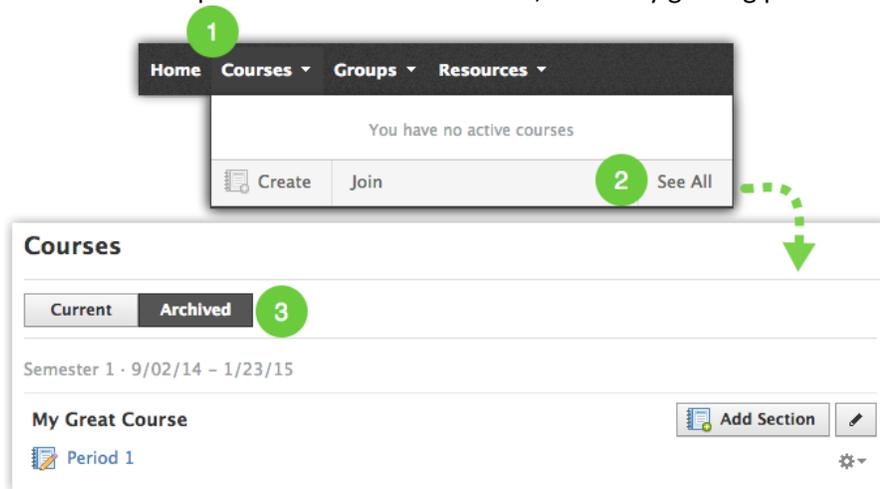


## Copy Content from an Archived Course:

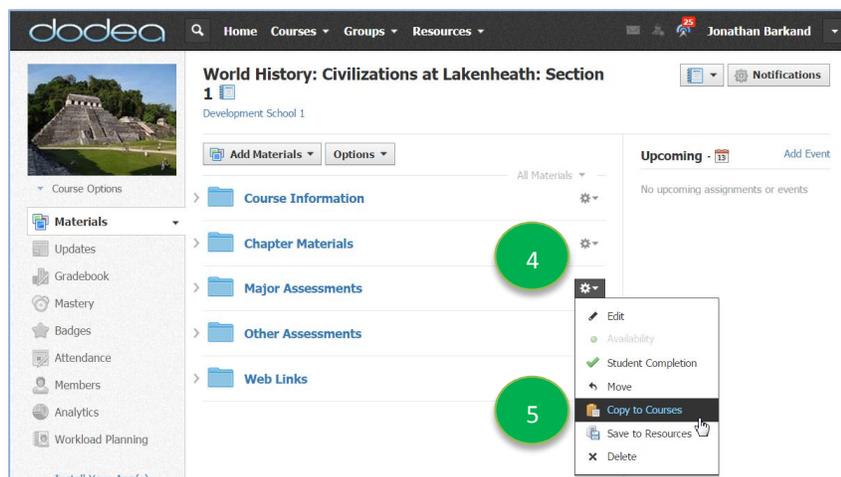
Courses are automatically archived after the end date of the grading period passes, so you do not have to do anything. For example, if your course is associated with the grading period “Quarter 4 SY1415” which ends on June 25, after June 25 that course is moved to your Archived courses. Archived courses do not expire. You still retain access to the Course – including the **Updates, Materials, Gradebook, and Members** page.

To access an archived course after the grading period has ended:

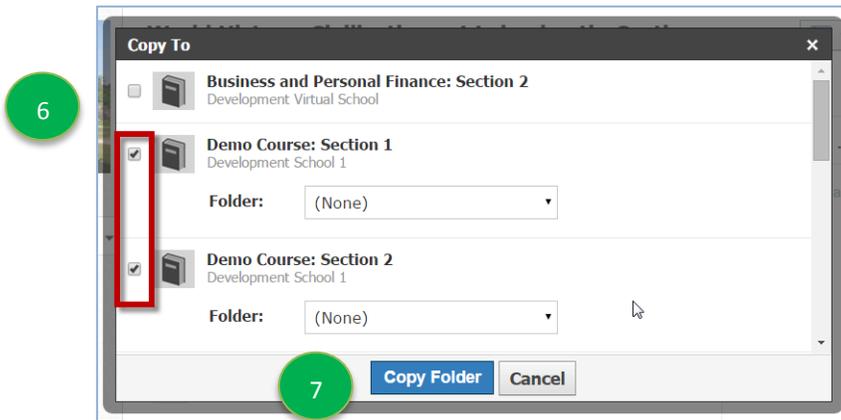
1. Select **Courses** in the top menu.
2. Select **See All** in the bottom right corner of the drop-down menu.
3. Select **Archived** to see a complete list of archived courses, sorted by grading period.



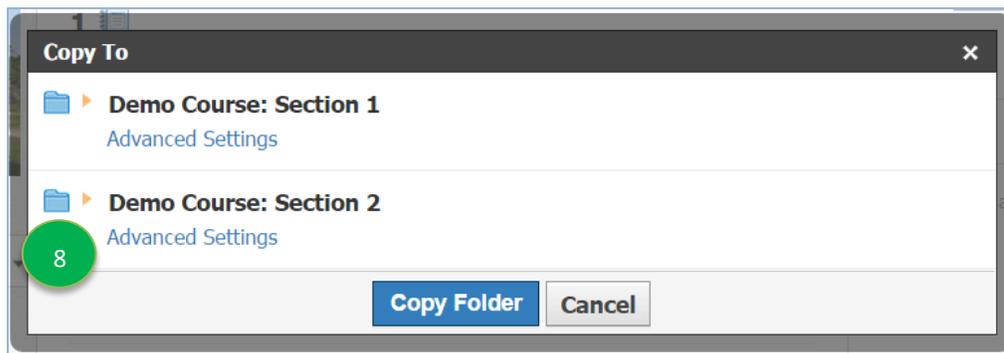
4. To copy content, access your archived course, and select the **gear** icon next to the material you want to copy, and then choose the option **Copy to Courses**.
  - This option allows you copy the same content to multiple courses.
  - You can only copy one folder at a time, there is not a select all feature like in resources.
  - A recommended *best practice* is to move all your content into a single folder so you can easily copy everything at one time to your new course.
5. After selecting the **Copy to Courses** option you will be given the list of courses you are an admin in.



- The **Copy To** window opens where you can select the course or courses. If you already have a folder in your course you can select that folder and the content will be placed there for you.  
**Note:** If you do not select a folder and leave the option **(None)** it will put your content at the main level.
- After you have selected the destination folder for each item, select **Copy Folder**.



- The **Copy To** window has an **Advanced Settings** link that allows you to pre-set points, due dates, category, rubric, and grading period. Advanced settings are not required; you can click **Copy Folder** to skip this step.



- Your content will be copied to your new course with the exact settings it had in your previous course. Make sure you check for any due dates or locked submission settings that were used in the previous version.

