QuickStart: Migrating Course Content

Introduction
The Course Migration tool is a quick way to copy CourseWorks content from one course to another. You might use this feature when you repeat a course from year to year, or if you teach multiple sections of the same course during a single semester.*

Getting started
To begin migrating content, select “Migrate Content” from the left-hand navigation menu on the “My Courses” page. (Fig. 1)

You will see a list of all your courses. (Fig. 2) Select “Copy Content” from the top navigation. You will then see a list of the courses that are available for migration. (Fig. 3)

Selecting the courses
In the “Copy Content From” column, select the source from which you would like to transfer content.

In the “Copy Content To” column, select the destination course to which you would like to transfer content.

Click the “Copy Course Content” button at the bottom of the page.

To verify the contents of a course, click on the course number to view the site in a new window.

Fig. 1: Select “Migrate Content” from the navigation menu.

Fig. 2: CourseWorks lists all of the courses you have taught.

Fig. 3: To verify the contents of a course, click on the course number to view the site in a new window.

* Please note that the CourseWorks “Shares” tool is another way to use identical content across multiple class sites, or sections, during a single semester. Please contact CCNMTL at ccnmtl@columbia.edu or (212) 854-9058 for more information.
Migrating content
Select the sections that you would like to copy to your new CourseWorks site. (Fig. 4)

When you click “Copy Sections,” you will be asked if you would like to proceed. Doing so will overwrite any existing content on your destination site. Click on “Continue to Copy” to migrate content from one course to the other.

NOTE: There is a documented bug in CourseWorks that may warn you that “Class Files may contain files,” even if that section is empty. If you are sure there are no files in the destination site’s Class Files section, proceed with the migration.

Fig. 4: Select the sections you would like to migrate, or “Select All” to copy the entire course.

Completing your new course site
After migrating your site in CourseWorks, you must activate the appropriate sections of your new site in the Settings section. You may need to edit the dates in your syllabus to reflect the new semester. You should also check all links to make sure they work properly.

CourseWorks Support:
E-mail: courseworks@columbia.edu
http://courseworks.columbia.edu

For general CourseWorks questions, please call the Columbia Center for New Media Teaching and Learning (CCNMTL): (212) 854-9058

For CourseWorks technical support and troubleshooting, please call the Help Desk: (212) 854-1919