Copying Courses in Brightspace and REVEL

1. Decide whether to build in a test environment or directly in your course.

First, decide whether you want to import directly into your course or work in a testbed environment. You can work directly in your actual course environment in Brightspace. Alternately, you can create a test environment to work in, then import the finished product into your new course once you have modified it to your liking.

[OPTIONAL] CREATE A TEST ENVIROMENT
- Follow this subheading if you want to work in a test environment to make sure your course is set up correctly before importing it into the course Purdue has set up for you. If you want to work directly in your actual course instead, move to the "Copy your course" section below.
- To create a test course, go to **Brightspace Homepage (Home Icon) → Tools (black toolbar) → Course Creator.**

2. Copy your course.

1. Navigate in Brightspace to the **new course** you are copying files into (the new semester's course provided for you by the university or the test environment you created above). **Do not execute this process from your old course.**

   Note: *This tool copies material into your course, but it doesn't replace existing material. Whatever material is in the new course you are copying files into will still be there, including any default material that came with the course. You can delete it before you import, or delete it later.*

2. Once you are in your destination course, go to the gear icon in the top right corner and click **Import/Export/Copy Components**.
3. Select **Copy Components from another Org Unit.**
4. Click **Search for Offering** and find the course that already has the materials—the one you are copying materials from.
5. Choose **Copy All Components** or **Select Components**.
   - Some instructors like to copy over everything at once and move from there— they bring everything over, and then modify delete what they don't want. Other

instructors like to bring specific material over unit by unit, selecting which items to copy in each category.

- **What about student data?** Don't worry— this process will not import student information from the previous course. Things like student discussion responses and individual grades are not imported.

6. Once the process is complete, go to **Content** (black toolbar) → **Course Schedule** (left menu) → **Full Schedule** (button, top center) to modify due dates on activities and assignments.
7. If you don't want to start the semester with all announcements visible, set release dates for certain assignments and announcements.

3. Setting up Pearson Revel.

1. Go to Content in your new Brightspace course.
2. Edit a content module.
3. Go to **Existing Activities** (button, top center) and scroll down to External Learning Tools.
4. Find **Pearson REVEL** in the popup box (search at the top right, or scroll down to the alphabetical listing).
5. Below your module, a link to **Pearson Revel** will appear under a subheading labeled General. Click it.
6. Click **Open Pearson**.
7. Once you are logged into Pearson, you should see a list of your courses. You can copy over material from a previous course.
8. Give your new Pearson course the same name/number as your new course section.
9. **IMPORTANT:** Under Availability, select **today's date** as the beginning of the access. Access should last through the end of the semester.
10. Click **Continue** (top right).
11. Under the Grade settings, select **Overall Score.**
12. Turn on the Auto Sync setting.
13. Click **Sync Now.**

Contact ICaP's tech mentor or online course coordinator with questions or for help.