

Subject Copy allows a co-ordinator to copy materials from one subject or community to another.

Why use Subject Copy?

- Copy material from a past instance of a subject to a new instance (this includes page layout of content); or
- Copy multiple tests, surveys and question pools from one subject to another rather than recreating in each subject.

Examples of materials that can be copied include: content pages (layout and various content included), adaptive release rules for that content, announcements, calendar, glossary, Grade Centre columns and settings, group settings, rubrics, staff information, Student Activity Centre rules, tests, surveys and pools.

Note: If you are copying content pages with the same name as existing pages, the content from the copied page will be added at the bottom of the page with the same name.

Materials that should not be copied

Student contributions

For Intellectual Property reasons, materials that contain student contributions should not be copied. Permission from each student is required if their contributions are to be repurposed e.g. for research or for other students outside the original cohort to view.

For this reason it is recommended that discussion boards are created fresh in the new subject. If the discussion board structure is very complex there is an option that allows just the forums to be copied, without posts. If anonymised student content is accidentally copied forward, please delete it from the new subject.

Journals, blogs or wikis that are copied forward are empty; they do not contain content from the original instance of the tool.

Turnitin assignments

Turnitin assignments are automatically copied when the content area where they are located is copied. However, **it is essential that you do not reuse Turnitin assignments. You must delete the old version of the assignment and make new Turnitin assignments as needed.**

Turnitin assignments must also be deleted one at a time. Do not delete the content page/folder where the Turnitin assignments are kept as may result in orphaned columns in the Grade Centre that are difficult to delete.

Subject copy process

1. Open the subject you want to copy from.
2. Select **Control Panel >> Packages and Utilities >> Subject Copy** (or Community Copy)
3. **Select Copy Type** should be set to **Copy Subject Materials into an Existing Subject**.
4. Enter the *Destination Subject ID*.
For subjects the ID is in the format subjectcode_year_studyperiod e.g. HIST10001_2015_SM2.
For communities you will need to know the community ID (usually in the format: COM_XXXXX where XXXXX is a number).
If this is not known, click the **Browse** button to search eligible subjects. Click the button to the left of the desired subject and click **Submit** (bottom of the page).
Note: You must be a coordinator of both the source and the destination subject / community.

5. Click the checkboxes for the materials to be copied.
Note: In many cases making an unnecessary selection will not result in anything happening in the subject e.g. choosing to copy the glossary when there isn't one does nothing.
6. Select **Copy links and copies of the content (include entire subject home folder)**.
7. Click **Submit**.
8. Your request is queued and an email will be sent to you when the subject copy is complete.

After copying

When the copy process is complete you may need to do the following in the copied subject:

- Reorder the subject menu pages.
- Recreate tool links in the subject menu (there is no default option for copying some of these).
- Redeploy tests.
- Recreate Turnitin and Blackboard assignments.

Copying from Subject to Community or vice versa

By default if you are copying from a subject the **browse** destinations offered to you are subjects only. Similarly, if you are copying from community the **browse** destinations offered to you are communities only.

If you want to copy from a subject to a community, or from community to a subject, you must manually enter the ID of the destination; you will not be able to browse for the ID.

Please report any errors or omissions in this guide to
lms-guides@lists.unimelb.edu.au

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