

## Copying Content between Courses in WebCT 6

1. Log into WebCT 6.
2. Click on the Administration tab at the top of the screen. If you do not see the Administration tab, please email [webct@utdallas.edu](mailto:webct@utdallas.edu) and request Course Instructor and Course Designer access for your courses. Please make sure you include the names of all of your courses for the semester.
3. On the menu on the left side of the screen, click on "The University of Texas at Dallas" link. You will get a message on the right side of the screen that you don't have permission to view this Administration area, which you can ignore.
4. Click on your course. If your course does not appear, please email [webct@utdallas.edu](mailto:webct@utdallas.edu) and include the name of the course or courses.
5. Find your destination section, or the section you want to copy content INTO, on the right side of the screen.
6. Click on your destination section.
7. Click on Section Instructor. Your name should be listed. If it is not, you have selected the wrong section. Repeat the above steps and choose the correct section.

### **IMPORTANT!!!!**

**Make sure you select the correct destination section. If you choose the wrong section, you will overwrite the wrong course, possibly destroying another professor's course.**

8. Click on your course again. It should be listed at the top of the screen and also on the left side of the screen.
9. Click on the down arrow next to your destination section on the right side of the screen.
10. Click on Edit Properties.
11. Under Reassign Content, click on Copy Content from Another Section.
12. Click Select Section.
13. Click on the Course and Section that contains the information you want to copy.
14. Click on Select.
15. Scroll down and click Save. This will start copying content over; you can start working on another course while WebCT does the work, though it usually only takes a few minutes.
16. Log out of WebCT and then log back in again.
17. Click on My WebCT.
18. Click on your destination section to make sure content copied correctly.

If you cannot see your content, log out of WebCT and log back in again before clicking on the destination section again. Your content should be available.