



Copy Content to a Course in GeorgiaVIEW Vista 8

This tutorial demonstrates how to assign content to a section from another section.

1. Login to Vista 8 and access the course (*ex. Spring 2010*) you want to copy content to.
2. Upon first entry, you will have four options. Choose the second option - "Copy content from another course" - and click Continue. If you wish to start from scratch, simply choose "Create a blank section"

(NOTE: Please be cautious when selecting from the four options. If you had previously entered the course and already assigned blank content, you will have to submit a request to have it reset by the Institutional Administrator.)



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Test Course - Miscellaneous Course

Assign Course Content

Test Course - Miscellaneous Course

You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Assign a template to this course
Select from templates that have been associated with this course by an administrator.
- Import content from file
Select this option to start importing course content from exported course file.

Continue

Cancel

3. You will then be presented with a list of your courses in which you are a course designer of, including sections from a previous semester. Select it and click Continue.

Test Course - Miscellaneous Course

Copy content from another course

Select from courses in which you are enrolled as a designer.

Course Title - Section Title ↕
<input type="radio"/> Adjunct Orientation and Resources-Adjunct Orientation and Resources Section 1
<input type="radio"/> Adjunct Orientation and Resources-Adjunct Orientation and Resources Section 1 1
<input type="radio"/> American Govt-Fall 2009 POLS-1101-A American Govt
<input type="radio"/> American Govt-Spring 2009 POLS-1101-A 1 American Govt
<input type="radio"/> Anatomy and Physiology I-Fall 2009 BIOL-2210K-A Anatomy & Physiology I

4. The copy will proceed and when finished (after several seconds), you will be taken into your new section with the copied content from another section. You can now continue on with getting your course ready to teach for the current/upcoming semester.