How do I copy content between Ultra courses?

Creating content for your courses takes time and thoughtful planning. If you teach multiple courses that use similar content, you may want to copy content items and folders between courses to help save time.

There are several ways to bring previously created content into an Ultra course:

1. Import an Ultra course that’s been exported from another Ultra course
2. Select content from one or more Ultra courses and copy into your new Ultra course
3. Copy content from an Original course and push into your Ultra course

This FAQ will only cover the second option: Copying content from an Ultra course.

<table>
<thead>
<tr>
<th>What you can copy</th>
<th>What you can’t copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Folders</td>
<td>• Tool links</td>
</tr>
<tr>
<td>• Documents</td>
<td>• Discussions</td>
</tr>
<tr>
<td>• Tests, including group tests</td>
<td></td>
</tr>
<tr>
<td>• Assignments, including group assignments</td>
<td></td>
</tr>
<tr>
<td>• Links to websites</td>
<td></td>
</tr>
</tbody>
</table>

Tell Me

You can copy all the content or select individual items from the other Ultra courses you teach. There are two ways to copy content into your course: In context or in bulk.

**In Context**

The contextual copy content tool will place the copied content exactly where you want it to go on the Course Content page.

1. Go to the Ultra course that will receive the copied content
2. Click the purple (+) plus sign to select the content menu
3. Select Copy Content

4. The Copy Content panel will open

**In Bulk**

The bulk copy content tool will place the copied content at the end of the Course Content page as you would expect in an Original course.

1. Go to the Ultra course that will receive the copied content
2. Click the (...) menu in the mid-right section of the Course Content page.
3. Select Copy Content

4. The Copy Content panel will open

Choosing Your Content

REMEMBER: Ultra can only copy from another Ultra course. You can, however, copy content from multiple Ultra courses at the same time.
Copy Entire Course

TIP: You can use the search bar to narrow down your selection to a specific course. Check the box next to the book icon to copy the entire course.

Copy Folders from a Course

If you prefer to select content on a granular level, click the name of the course to reveal folders. A green check mark will appear to indicate the entire folder’s content will be copied.
If you would like to select individual content items within the folders, select the folders to drill down. A green check mark appears next to those content items.

A green folder with a dash will appear to indicate selected items will be copied.