



How to Duplicate a Course

Step 1 Log into: <http://www.Respondere-Learn.com>

Step 2 From the homepage click on Courses located under the Site Administration block and select “Add/edit courses”

The screenshot shows the Responder e-Learn 2.0 homepage. The user is logged in as Beth Mickens. The 'Site Administration' menu is expanded, and a red arrow points to the 'Add/edit courses' option. The main content area displays a news forum post titled 'New Responder e-Learn 2.0 Platform Coming Soon'.

Step 3

- Click on the course category you'd like to use
- We'll choose TELL in this example

The screenshot shows the 'Add/edit courses' page. The 'Course categories' table is visible, and a red arrow points to the 'TELL' category.

Course categories	Courses	Edit	Move category to:
Miscellaneous	3	[edit] [delete] [refresh] [add]	Top
Courses	2	[edit] [delete] [refresh] [add]	Top
TELL	23	[edit] [delete] [refresh] [add]	Courses
NDMS	6	[edit] [delete] [refresh] [add]	Courses
OFRD	24	[edit] [delete] [refresh] [add]	Courses
Basic Readiness	12	[edit] [delete] [refresh] [add]	Courses / OFRD
FMRB	23	[edit] [delete] [refresh] [add]	Courses / OFRD
Discipline	2	[edit] [delete] [refresh] [add]	Courses / OFRD
FMRB-Clinical	15	[edit] [delete] [refresh] [add]	Courses / OFRD
Team	14	[edit] [delete] [refresh] [add]	Courses / OFRD
Communities	5	[edit] [delete] [refresh] [add]	Top
Response Teams	24	[edit] [delete] [refresh] [add]	Communities
Work Groups	23	[edit] [delete] [refresh] [add]	Communities

Step 4 • Click on “Add a new course” button

The screenshot shows the Responder e-Learn 2.0 Administration interface. The header includes the logo, 'US Department of Health & Human Services', and the user name 'Beth Mickens'. The navigation menu contains 'My Courses', 'My Communities', 'My Records', 'Search', 'Help', and 'Get Technical Support'. The breadcrumb trail is 'respondere-learn > Administration > Courses > Add/edit courses'. The sidebar on the left has 'Site Administration' (Users, Courses, Add/edit courses, Backups, Reports) and 'Admin bookmarks' (bookmark this page). The main content area shows 'Course categories: Courses / TELL' with buttons for 'Edit this category' and 'Add a sub-category'. Below is a table of courses with columns for 'Courses', 'Edit', and 'Select'. The table lists various courses like 'Course Fullname 103', 'Tell Course Recreation', 'Course Recreation12', 'Course Recreation', 'Test120', 'IRCT Basic Online Course (February 2011)', 'IRCT Course Example', 'Introduction to ESF #8 Response Awareness Training', 'ESF #8 Hurricane Response Awareness Training', 'IRCT Basic Course (November 2010)', 'IRCT Basic Course (December 2010)', 'IRCT Template', 'Administration and Finance', 'IRCT Position Specific Training Template', and 'IRCT Basic Course Revision'. At the bottom of the table are buttons for 'Re-sort courses by name', 'Add a new course', and 'Move selected courses to...'. A red arrow points to the 'Add a new course' button.

Step 5

- Enter the course details in the following fields:
- **Category:** use the drop down arrow to make the appropriate selection
- **Full Name:** Enter the official name of the course here
- **ID:** Enter the course ID number, so when a course search is performed the course will be listed within the search
- **Activity Report:** Set this option to Yes by using the drop down arrow
- **Maximum Upload Size:** This option should be set to 2MB
- **Course Enrollable:** Select Yes for open enrollment, and No if you prefer the instructor enrolls students
- **Availability:** Select available if you'd like to course to show up in a search for courses or communities. Otherwise, select unavailable.
- Click Save changes

Step 6

- Select the “Click here to enter your course” button

The screenshot shows the Responder e-Learn 2.0 interface. At the top, there is a navigation bar with 'My Courses', 'My Communities', 'My Records', 'Search', 'Help', and 'Get Technical Support'. The user is logged in as 'Beth Mickens'. The main content area is titled 'Assign roles in Course: CF104'. It contains a table with the following data:

Roles	Description	Users
Course creator	Course creators can create new courses.	0
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	0
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have fewer privileges within a course.	0
Leader	Team Leader for communities.	0
Non-editing leader	Has same permissions in communities that non-editing teacher has in courses.	0
Participant	Same permissions in communities that student has in courses.	0

Below the table, there is a red arrow pointing to a button labeled 'Click here to enter your course'. At the bottom of the page, there are logos for the US Department of Health & Human Services, ASPR, and IRCT.

Step 7

- An empty course template will appear
- Select Import under the Administration block

The screenshot shows the Responder e-Learn 2.0 interface for an empty course template. The main content area is titled 'Topic outline' and contains a list of 10 topics. On the left side, there is a 'Course Menu' and an 'Administration' block. The 'Administration' block contains the following options: Turn editing on, Settings, Assign roles, Groups, Backup, Import, Reports, Questions, Files, and Profile. A red arrow points to the 'Import' option. On the right side, there are sections for 'Latest News', 'Upcoming Events', and 'Recent Activity'.

Step 8

- The next screen permits you to select from courses you have taught, or you may select courses from the same category by using the drop down arrow next to the option you prefer
- Then click the “Use this course” button directly located under the course option you chose

Step 9

Repeatedly click “Continue” at the bottom of each page while the data is processing, until you are return to the course’s homepage

NOTE: This process may take some time, since course data is being transferred from one course to another

Below are some examples of the pages you’ll see during this process



responder-learn > POBC-001 > Administration > Import course data > Provisional Officer Basic Course - Pilot (POBC-001)

Import course data: Provisional Officer Basic Course - Pilot (POBC-001)

Include Forums without user data

News forum	<input type="checkbox"/>
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Include Labels without user data

COURSE DESCRIPTION The Transitional Officer Basic...	<input type="checkbox"/>
Folder empty	<input type="checkbox"/>
Welcome to the USPHS Provisional Officer Basic Cou...	<input type="checkbox"/>
COURSE OBJECTIVES 1. Examine the perceptions, rol...	<input type="checkbox"/>
Retirement DiscussionChoice retirement plan – whe...	<input type="checkbox"/>
Appendix 7: U.S. Marine Corps Drill and Ceremony M...	<input type="checkbox"/>
Week 1--Assignment 1Please post your introduction ...	<input type="checkbox"/>

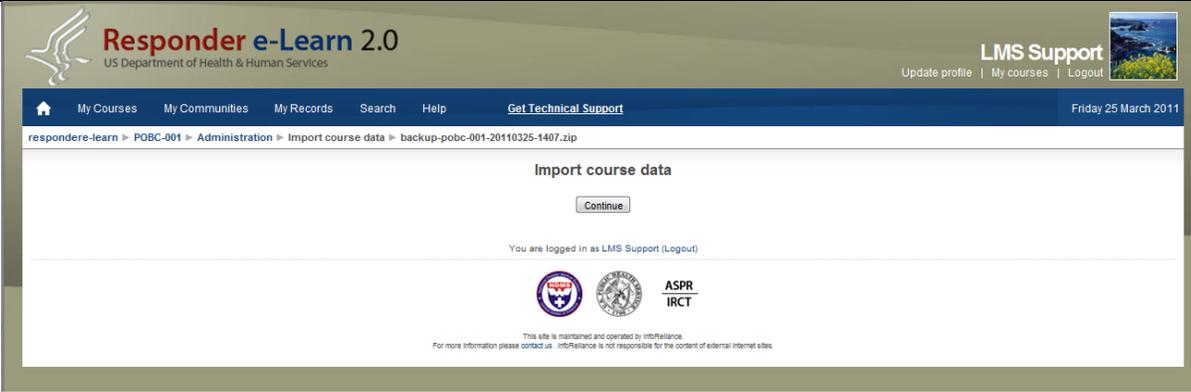


responder-learn > POBC-001 > Administration > Import course data > Provisional Officer Basic Course - Pilot (POBC-001)

Import course data: Provisional Officer Basic Course - Pilot (POBC-001)

- Creating temporary structures
- Deleting old data
- Creating XML file
 - Writing header
 - Writing general info
 - Writing course data
 - Course info
 - Blocks
 - Sections
 - Writing users info
 - Writing categories and questions
 - Writing scales info
 - Writing groups info
 - Writing groupings info
 - Writing groupings-groups info
 - Writing events info
 - Writing gradebook info
 - Writing modules info
 - Feedback
 - Forums
 - Labels
 - Resources
 - Course format data
- Copying course files
- Copying site files used in course
- Zipping backup
- Copying zip file
- Cleaning temp data

Exported data from 'from' course successfully.
Continue to import into your 'to' course.

	
Step 10	<ul style="list-style-type: none">• Once the data transfer is complete, you'll be returned to the course's homepage