

myBU Copying unit content

The purpose of this guide is to step you through copying your unit content from a **2015** unit to a **2016** unit. A video tutorial is available to support this guide: [Watch](#) 

Find:

- Access your **2015** unit
- Ensure **'Edit Mode'** is **ON**
- Under **'Control Panel'** click on **'Packages and Utilities'** to expand the menu
- Click on **'Unit Copy'**.

Copy:

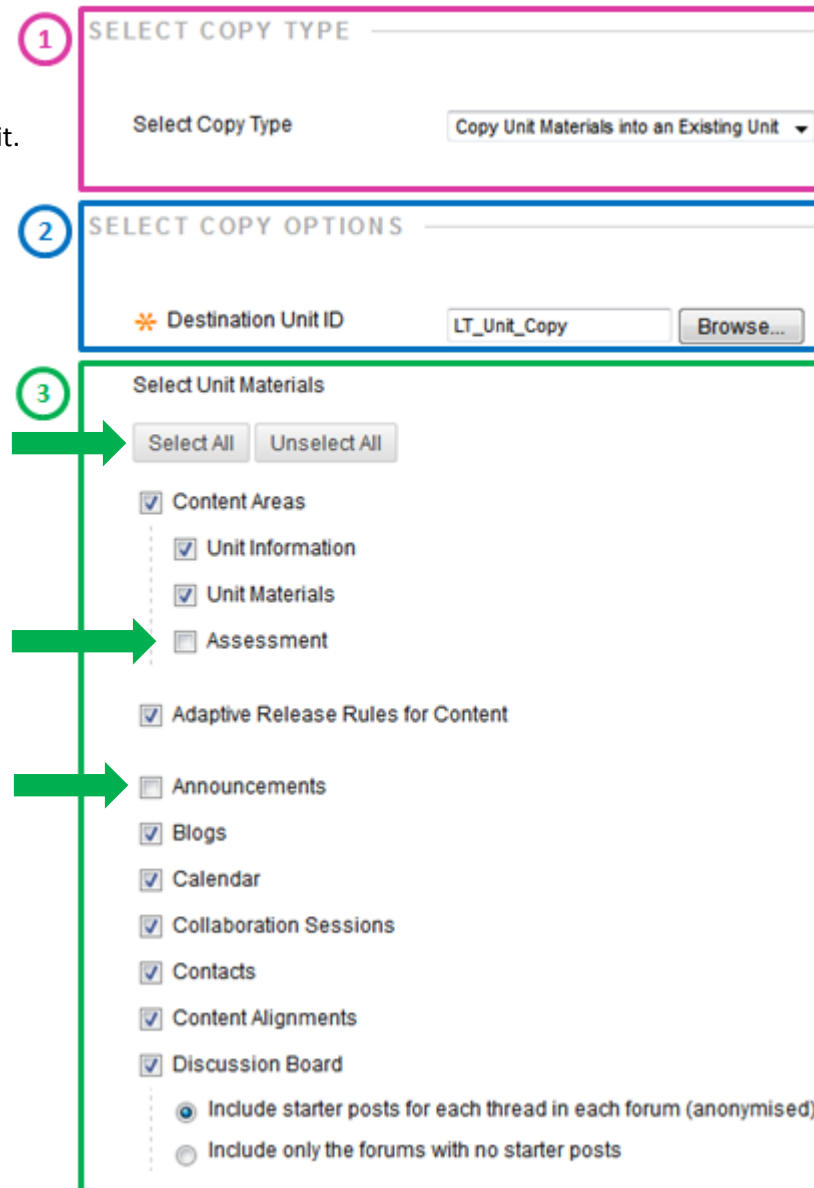
On the **Unit Copy** page (*image shown on the right*) you will see the following options:

- 1** **SELECT COPY TYPE** – **'Copy Unit Materials into an Existing Unit'** will be selected
- 2** **SELECT COPY OPTIONS** – click **'Browse'** and select your **2016** unit
- 3** **Select Unit Materials** – click the **'Select All'** button
 - Then **Deselect** (by un-ticking) – **Assessment** and **Announcements**
If selected, out of date Turnitin boxes and announcements would be copied into the new unit
 - Under **Discussion Board** and **Unit Files** – keep the *default* options already selected
 - Click **'Submit'**
 - **Note: Reading Lists** will be copied by the library reading list team.

Check:

The unit content will now be copied into your **2016** unit:

- **Check** the unit content has been copied
- **Update** content as required
- **Hide or delete** content that is no longer needed or applicable.



1 SELECT COPY TYPE

Select Copy Type Copy Unit Materials into an Existing Unit ▾

2 SELECT COPY OPTIONS

* Destination Unit ID LT_Unit_Copy Browse...

3 Select Unit Materials

Select All Unselect All

- Content Areas
 - Unit Information
 - Unit Materials
 - Assessment
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymised)
 - Include only the forums with no starter posts

Support:

All queries **must** go to the IT Service Desk (available 24/7):

Online: <https://bournemouth.service-now.com>

Phone: 01202 965515