Copy 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     - If selected, out of date Turnitin boxes and announcements would be copied into the new unit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.

Support:
All queries must go to the IT Service Desk (available 24/7):
Online: https://bournemouth.service-now.com
Phone: 01202 965515