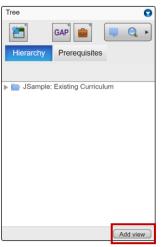
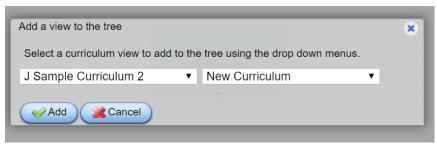
Copy and distribute content

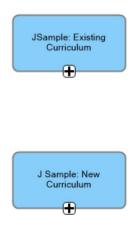
- 1. Open curriculum 1 in the curriculum design tool.
- 2. On the curriculum panel click on Add view.



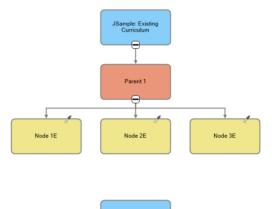
3. Select the second curriculum to bring into view using the first drop down and click the *Add* button.

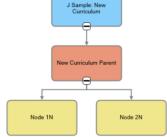


a. The curriculum dashboard should now have two curriculum in view.



- 4. Expand the hierarchy and locate the node for which the content will be <u>copied from</u> in curriculum 1.
 - a. Expand the hierarchy and locate the node for which the content will be <u>copied into</u> curriculum 2.



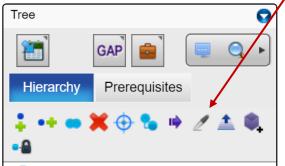


b. Ensure there is an authoring file on the node the content is getting copied to in curriculum 2. If there is no authoring file (node has no pen icon) one will need to be added.



(No authoring file)

i. To add an authoring file, select the node and click on the *pen* icon, curriculum panel.



ii. You will be brought into the file, click Save, then Exit:



iii. The node will now have a pen icon display on the node.

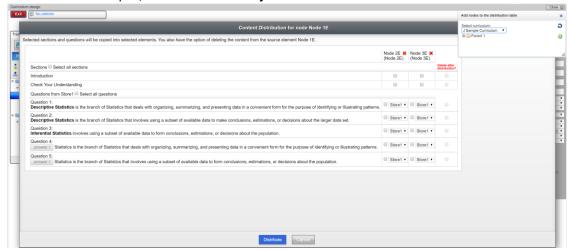


(Authoring file)

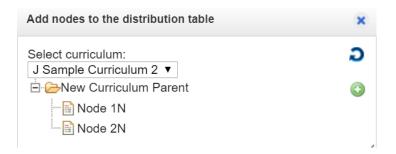
5. Now to copy the content from a node from curriculum 1 select the node where the content is located.



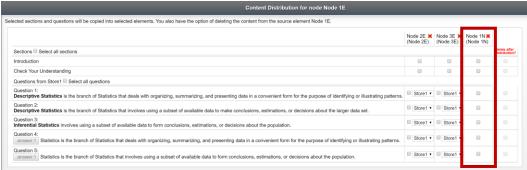
a. A new window will open, Content Distribution for node...



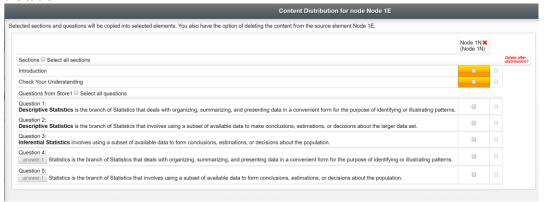
- b. Next to the table there is a second table *Add nodes to the distribution table*. Using the drop down select the curriculum in which the copied content will be distributed to.
 - i. Expand the curriculum to the node level where the copy content will be distributed.



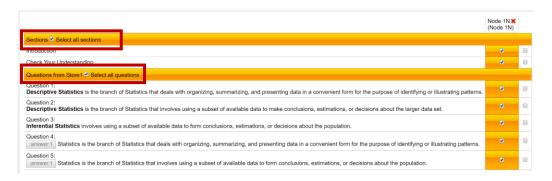
ii. Click on the name of the node to add it to the distribution table:



*Other nodes may be displayed, remove them by selecting the . ** to remove them from the table.

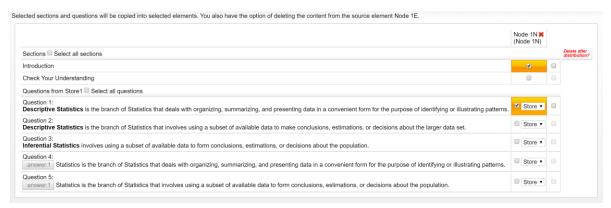


iii. If all content and questions from a node in curriculum 1 needs to be copied into the new node in curriculum 2, in the *selections* area ensure the check box for *Select all selections* for the content and questions are ticked.

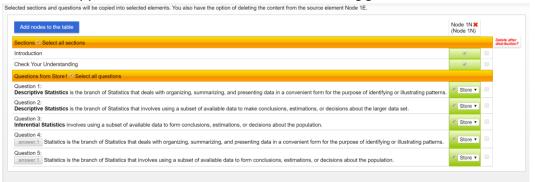


 If there are specific content and questions that need to be copied tick check box for the specific items individually in the node column only.

*<u>Do not</u> check and boxes in the *Delete after distribution* column. Doing so will delete the content and question from the original node.



iv. After the desire content and questions are selected, click on the *Distribute* button. A successful copy/distribution will result in the column turning green.



v. Close the *Content Distribution table.* The copied sections and questions can now be viewed in the new curriculum.