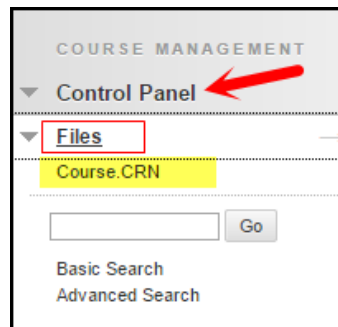


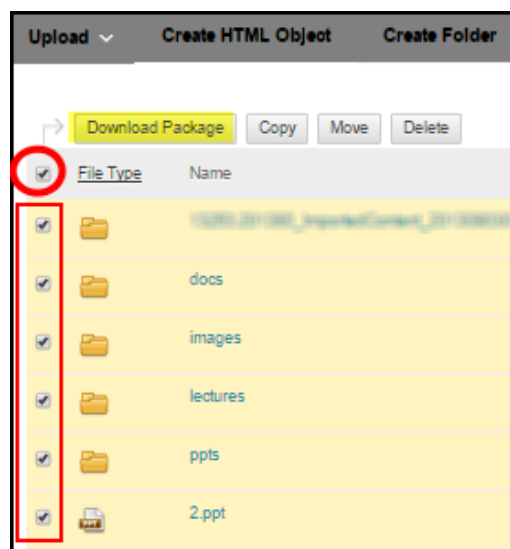
Course Copy Missing Files Upload

The instructions below will assist you with retrieving files that were missed or that did not copy over into the current course.

- Go to the original course where the content was copied from, under Control Panel (bottom left-hand corner of the course), click on **Files** then click on the **course CRN** (which should be numbers 12345.201580 but could also be named something different).

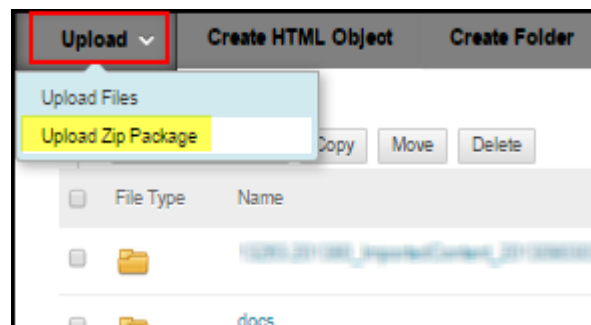
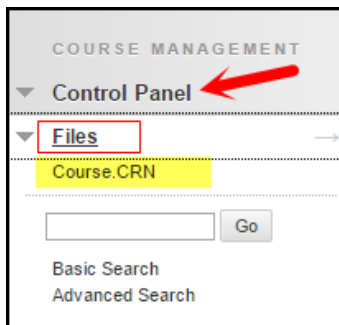


- In the files location, select the files and/or folders needed or to select all files and folders, click the top check box next to File Type then click **Download Package** to download a zipped folder to your computer. If copied files (syllabus) were revised in the current course, do not select it during this step.



Course Copy Missing Files Upload (continued)

- Go to your current course and go to the Files location and click **Upload** then **Upload Zip Package**



- Click **Choose File** and locate the zipped folder on your computer to upload the folder then **click the box** if select, the system automatically overwrites the existing file with the same name then **Submit**.

* Indicates a required field. Cancel

1. File Information

* File No file chosen
 If selected, the system automatically overwrites the existing file with the same name.

Select File Name Encoding: