

HOW TO REUSE LAST YEARS COURSE MATERIALS FOR NEW COURSES

Summary

Below are a series of questions related to the end of year checklist for Course Admins and Teachers. To view this on original web link, click [HERE](#)

Question

I'm teaching the same course at the same school again next year.
How do I save and reuse my materials?

Answer

To create a Collection:

1. Select **Resources** in the header.
2. Select the file cabinet icon in the left-hand column to create a new Collection.

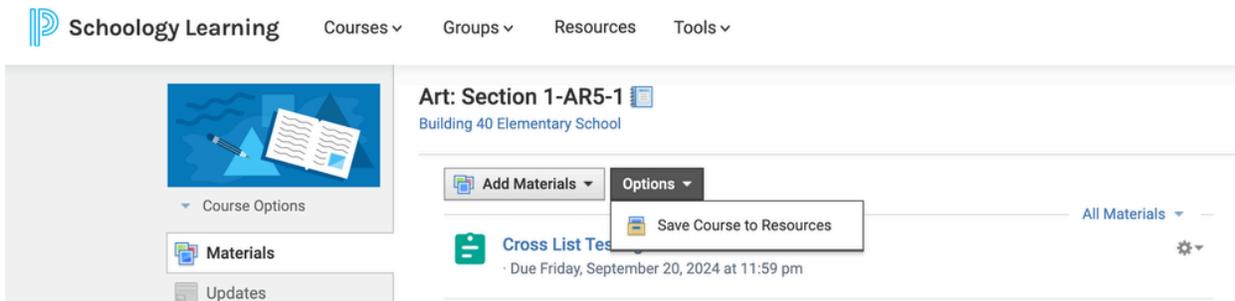


To save a course to Resources:

1. Go to the **Archived Course**.
2. Navigate to the **Materials** page.
3. Select **Options**.
4. Select **Save to Resources**.

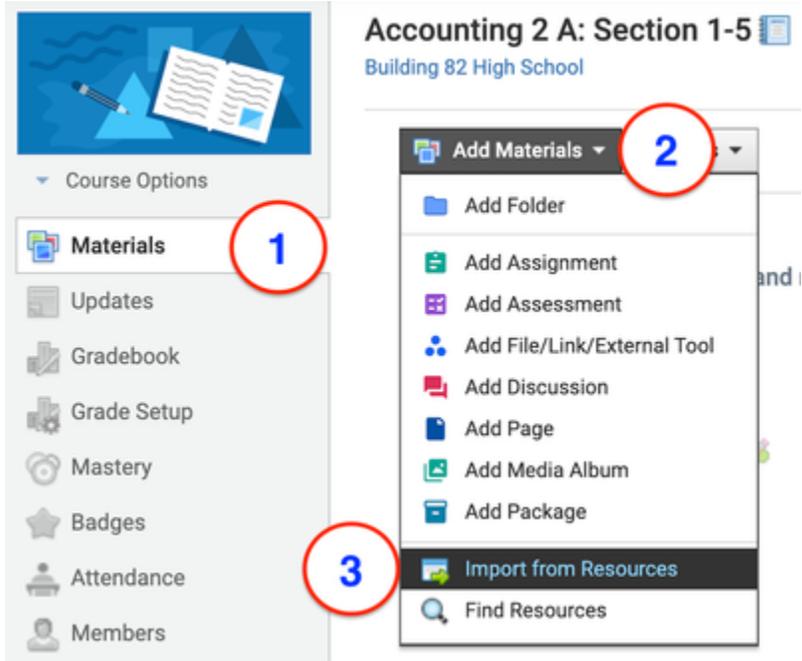
Note: When you save a course to Resources, the following items will not copy:

- Student information
- Student submissions
- Google Drive Assignments attachments
- OneDrive Assignments attachments.



When you or your system admin create your new course for next year, follow these steps to load all of your saved materials:

1. Select **Materials** in the left menu of the new course section.
2. Select **Add Materials**.
3. Select **Import from Resources** from the drop-down menu.
4. Select the **Resource Collection** that contains the course content.
5. Check the box to select all items and folders, or select specific items and folders for import.
6. Select **Import** to complete.



Question

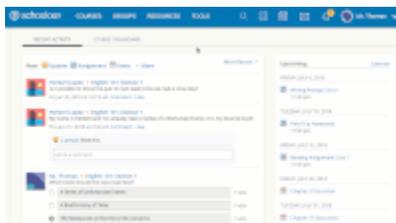
I'm leaving my current school/organization/department.
How do I share my materials with the instructor who is taking my place?

Answer

If you are not going to be teaching the same grade level, or are leaving your school or organization, you may want to share your Schoology content with your colleagues.

To Add a Connection:

1. Add the instructor — for example, the instructor who is taking over your grade level — as a **Connection**:
 - Select the magnifier icon and search for the instructor's name.
 - Select **View More Results** to see a full list of users matching the instructor's name.
 - Select **Add Connection** to the right of the educator's name.
2. Review the instructions above to save your course to resources and create a resource collection.
3. Go to **Resources**.
4. Select the Collection where your course materials are saved.
5. Select **Share**.
6. Select **Connections** and select the name of the instructor.



Question

I am leaving my current school/organization/department.
How do I take my materials with me?

Answer

If you will not be teaching the same course at the same school again, you may want to take your Schoology content with you.

To do this, first save your existing course materials to your Resources:

1. Navigate to the **Archived Course**.
2. Select **Options**.

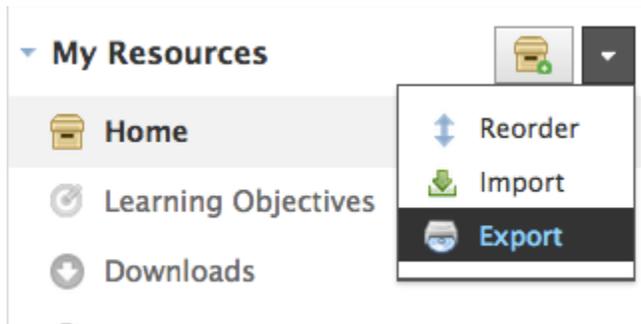
3. Select **Save to Resources**.

If you will be using Schoology again next school year in your new school/organization/department you can:

- Add your new account at your new school as a Connection on Schoology, and share your Resources with your new account. To do this, follow the instructions above (To Add a Connection), but add yourself (your new account) as the Connection, rather than a colleague.

If you will no longer be using Schoology again next school year in your new school/organization/department, you can export the materials you saved to your Resources:

1. Navigate to the **Archived Course**.
2. Select **Options**.
3. Select **Save to Resources**.
4. Select **Resources** in the header.
5. Select the down arrow in the left menu of **My Resources**.
6. Select **Export** to export a Schoology Resource Collection as a [Common Cartridge](#) file:



7. The name of the exported file will be the name of the collection, excluding special characters. Spaces are replaced with hyphens.
8. Check the status of the export in the **Transfer History** area. Once the process is complete, select the gear to the right of the export and select **Download** to download the file.

Notes:

- There is a file size limit of 10GB for exports.
- The Common Cartridge file version that is exported (v1.3) does **not** support the following content:
 - Media Albums
 - Rubrics
 - SCORM

- Test/Quiz Question Types:
 - Matching with more than one blank
 - Fill-in-the-blank with more than one blank
 - Ordering
- If you are exporting assessment content, Common Cartridge only supports the following question types:
 - Multiple Choice
 - True/False
 - Fill in the Blank with no more than one blank
 - Essay

For technical specifications of this limitation, [visit the IMS Global Common Cartridge website](#).

Question

I'm teaching the same course at the same school again next year. How do I save and reuse my materials?

Answer

You can save your archived course to your **Resources** and reuse the same materials for the next school year, in a new course with new students and a new grading period.

Related Articles:

1. [Q&A: End of School Year Checklist- Archived Courses](#)
2. [Q&A: End of School Year Checklist- Final Grades](#)
3. [Q&A: End of School Year Checklist- Saving Rubrics](#)
4. [Q&A: Planning Ahead for Next School Year](#)