Restoring HuskyCT Content from Prior Semesters

This article is for faculty and staff who wish to copy content from one HuskyCT course to another. In addition to copying content, you can also use the steps to merge two HuskyCT courses.

⚠️ A restore request DOES NOT result in the creation of a HuskyCT site. Sites must be requested in PeopleSoft first.

Restoring a Prior Semester's HuskyCT Content

1. Access the request form using this link: [http://forms.uconn.edu/apps/courserestore](http://forms.uconn.edu/apps/courserestore)
2. Use the drop-down menus on the Restore Form to select **Semester**, **Year**, and **Subject** for the Old Course and the New Course. Enter the course number and section number in the fields provided.
3. Please note the check boxes below **New Course Information**.
   a. **Announcements**: Check this box to restore announcements from the original course.
   b. **Old Starter Posts**: Check this box to copy over PRIMARY DISCUSSION POSTS (not replies to posts).
   c. **Combine HuskyCT courses**: Checking this box will open a new field for a combine section request.
   d. **Not Original Instructor**: Check this box if you are not listed as the instructor of record for the old course. Checking this box will open a new field where you can put in the information of the old instructor, and an email will automatically be sent to them.
   e. **UConn Health**: Check this box if you are not listed as the instructor of record for the old course. Checking this box will open a new field with UConn Health specific options.
4. Click **Submit** or **Request** at the bottom of the page. The button changes depending on what type of request you are submitting.

⚠️ Section combine requests need to be submitted even for officially cross-listed courses. (e.g., POLS 1111 & HRTS 1111)

⚠️ To avoid complications, section combines should be requested before the start of the semester.

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