1. Go to the NEW course where you would like to copy the information
2. Click on **Gear icon**—top right of the navigation bar or select Course Management—Course Admin
3. Select **Import/Export/Copy Components**
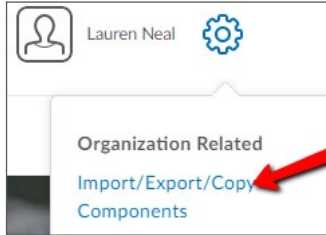
Choose:
COPY when you have access to the course where you are copying material from.
EXPORT if you are wanting to give this content to another instructor or archive it.
IMPORT if you have an export (ZIP) file from an archive, another instructor or a publisher.

4. Choose **Copy Components from Another Org Unit**
5. Select the **Search for Offering** link, then enter the course name (this is very specific, use this format ENGL-1010-001) or CRN you want to copy in the Search box. Select the correct course and click **Add Selected**.
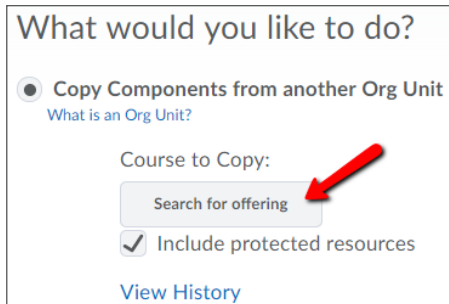
6. You have a couple options:
   - You can choose to **Copy All Components** to copy the entire course. Do not do this more than once or you will have duplicates.
   - You can copy certain elements by choosing **Select Components** and then by selecting the checkbox by the component name and if want certain items choose **Select individual items to copy**.
7. Click **Continue**
   - If you chose to select components, it will prompt you to check the specific items you want to copy from that component. You will see the copy summary where you will get check marks beside the components that successfully copy.
   - You will have one last chance to modify

- Click **Finish**

Choose Components to Copy

▷ Show the current course components

☐ Select All Components

☐ **Calendar** (1 item(s))
- ○ Copy all items
- ○ Select individual items to copy

☑ **Content** (28 item(s))
- ● Copy all items
- ○ Select individual items to copy
- ☑ Include associated files

☑ **Content Display Settings**
- ● Copy all items

☑ **Course Files** (77 item(s))
- ● Copy all items
- ○ Select individual items to copy

☑ **Discussions** (16 item(s))
- ● Copy all items
- ○ Select individual items to copy
- ☑ Include associated files

☐ **Assignments** (10 item(s))

8. Your new course now contains the copied components
9. Go to the course area where you would like to view the new information.

Additional Tips

- Org Unit refers to a Course Offering.
- Make sure if you are copying CONTENT to also copy COURSE FILES or your links will be broken.
- Student information is NOT copied or exported using this tool.

Choosing an existing offering

- When selecting the course to copy from, you will need to enter the course name in the following format, **ENGL-1010-001**.
- You can also search by CRN or semester code.
  - ○ Semester Code Example: 201910 (Spring 2019), 201950 (Summer 2019), 201980 (Fall 2019)
- If you don't have many classes, just click the magnifying glass icon to show all.

Importing Components

- DO NOT unzip the Export file (or any ZIP file) you will be using to import components.

Exporting Components

- Make sure to **include course files in the export package** is checked.
- Save the ZIP file by clicking on the link to download.