



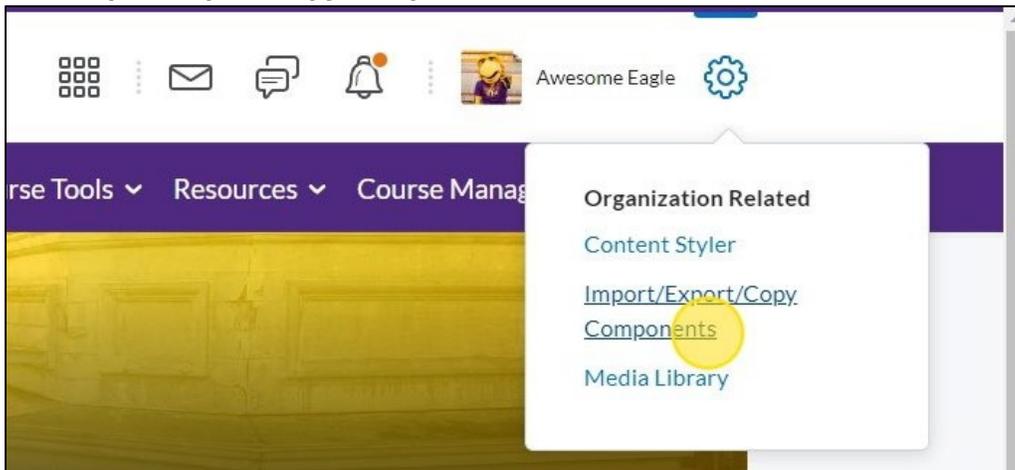
# iLearn: Copy Course Components

Center for Innovation in Teaching and Learning

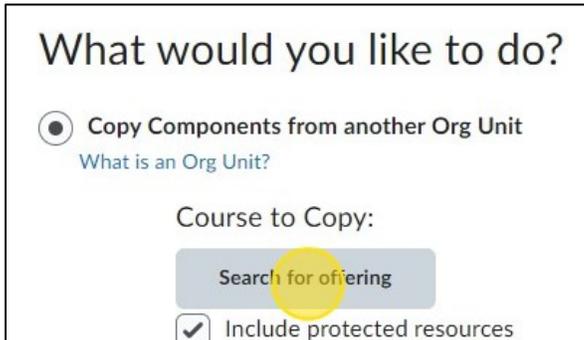
## Copy Course Components in iLearn

In iLearn, you can copy your entire course from semester to semester (or section to section). This can be done if you are the instructor for both the course that is being copied and the new blank course.

1. Navigate to the **NEW** course where you would like to copy the information. This should be the blank course with no content.
2. Click on **Gear icon** (top right corner) or select **Course Management-Course Admin**.
3. Click **Import/Export/Copy Components**



4. Click **Search for offering**



## Copy Course Components in iLearn

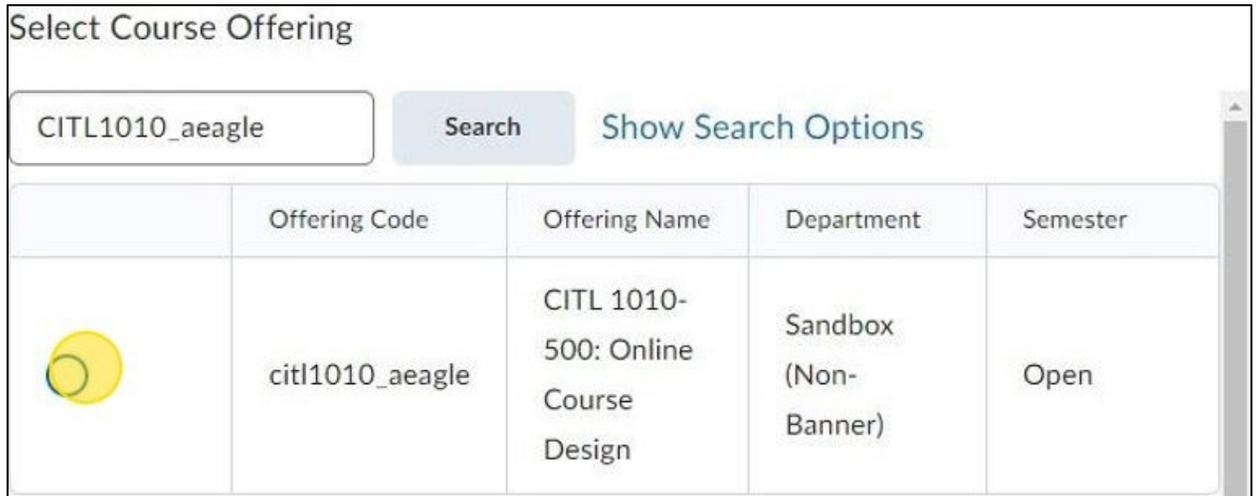
5. Type the name of the course you would like to copy, then click **Search**



Select Course Offering

CITL1010\_aeagle Search Show Search Options

6. Select the radio button to the left of the correct course and click **Add Selected**.



Select Course Offering

CITL1010\_aeagle Search Show Search Options

	Offering Code	Offering Name	Department	Semester
<input checked="" type="radio"/>	citl1010_aeagle	CITL 1010-500: Online Course Design	Sandbox (Non-Banner)	Open

7. Click **Copy All Components** (or choose select components)
  - 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 you want certain items choose **Select individual items to copy**.
8. If you choose **Copy All Components**, the system will immediately begin copying the whole course to the new section. If you choose this, skip to step 14 to see the confirmation screen.
9. If you choose **Select Components**, it will take you through a few more steps.

10. Select the tools and/or specific items to copy. To select individual items to copy, choose **Select individual items to copy**. Click **Continue** and choose the specific items to copy.

**Copy Course Components**

Choose Components to Copy

▶ [Show the current course components](#)

Select All Components

- Attendance Registers** (3 item(s))
  - Copy all items
  - Select individual items to copy
- Calendar** (25 item(s))
  - Copy all items
  - Select individual items to copy
- Checklists** (6 item(s))
  - Copy all items
  - Select individual items to copy
- Content** (96 item(s))
  - Copy all items
  - Select individual items to copy
  - Include associated files
- External Learning Tool Links** (90 item(s))
  - Copy all items
  - Select individual items to copy
- Content Display Settings**

11. Click **Continue**
12. You will have one last chance to modify your selected items.
13. Click **Finish**
14. A confirmation screen will appear with the copy history information and the status of the copy. Your new course now contains the copied components. Click **View Content** to view

the new information.

## Copy Course Components History

**CITL 1010-500: Online Course Design**  
Copy All Components Started: awesome.eagle, Wednesday, September 11, 2024  
11:29 AM CDT

[Copy Another Package](#) [View Content](#) [Review and Manage Dates](#)

### Tips!

- Org Unit refers to a Course Offering/Section.
- If you are selecting items to copy and copying **Content**, you must also copy **Course Files** or your links will be broken.
- Student information is NOT copied or exported using this tool.
- Make sure to update your dates for the course if you are copying this to a new term. [Learn more about managing dates.](#)