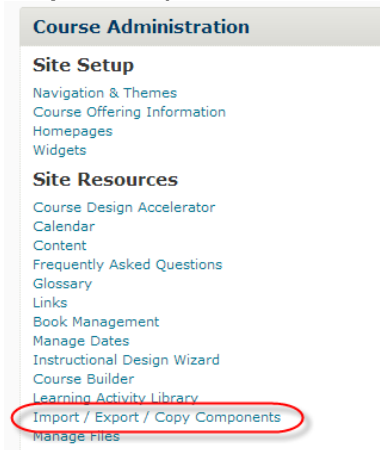
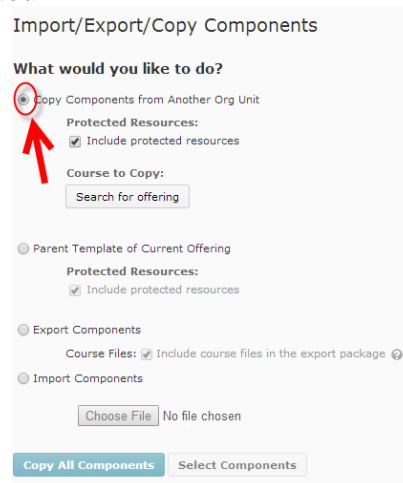


## Copying Content to New Course

1. Begin in the course you'd like to copy your content to
2. Click on Import/Export/Copy Components (located on left-side menu under Tools)



3. Leave 1st radio button selected



The screenshot shows the 'Import/Export/Copy Components' form. The first radio button, 'Copy Components from Another Org Unit', is selected and circled in red. A red arrow points to this radio button. Below it, the 'Protected Resources' section has the 'Include protected resources' checkbox checked. The 'Course to Copy' section has a 'Search for offering' button. Other options include 'Parent Template of Current Offering', 'Export Components', and 'Import Components'. At the bottom, there are 'Copy All Components' and 'Select Components' buttons.

4. Click on Search for offering



The screenshot shows the 'Import/Export/Copy Components' form. The first radio button, 'Copy Components from Another Org Unit', is selected. The 'Protected Resources' section has the 'Include protected resources' checkbox checked. The 'Course to Copy' section has the 'Search for offering' button circled in red.

5. Select radio next to course to copy from

Select Course Offering

Search For:  [Show Search Options](#)

20 per page

Offering Code ▲	Offering Name	Department	Semester
<input checked="" type="radio"/> Spanish_DN3_Compency_Master_Template	Spanish DN3 Competency Master Template	Communication Department	

20 per page

6. Select All Components

Copy Course Components

**Choose Components to Copy**

> Show the current course components

Select All Components

- Checklists** (8 item(s))
  - Copy all items
  - Select individual items to copy
- Competencies** (5 item(s))
  - Copy all items
  - Select individual items to copy
- Content** (92 item(s))
  - Copy all items
  - Select individual items to copy
- Content Display Settings**
  - Copy all items
- Course Files** (100 item(s))
  - Copy all items
  - Select individual items to copy
- Discussions** (9 item(s))
  - Copy all items
  - Select individual items to copy
- Dropbox** (3 item(s))
  - Copy all items
  - Select individual items to copy
- External Links** (1 item(s))
  - Copy all items
  - Select individual items to copy
- Grades Settings**
  - Copy all items
- Homepages** (1 item(s))

7. Click Continue

8. Click Next to confirm

Select Course Material

**Confirm Components to Copy**

**Release Conditions**  
Copy all items. [Modify](#)

**Rubrics**  
Copy all items. [Modify](#)

**Finish**  **Go Back**  **Cancel**

9. Once loading is finished, click View Content