Copying Content

You must be in the destination (empty) course shell to complete a course copy. This will normally be the newest semesters course found closer to the top of your my Courses area.

1. Click Content on the Navigation Bar
2. Click Table of Contents from the left menu
3. Click Import/Export, from the top of the screen
4. By default Copy Components from Another Org Unit will be selected
5. Click on the Search for offering button under Course to Copy:
6. Choose from the following list the course you wish to copy from

**NOTE:** The CRN for each course will be found at the end of the course name along with the semester term code from BANNER.

Example(s):
- Fall 2012 is 201310
- Spring 2013 is 201320

7. Click Add Selected

To copy all components

8. Click Select All Components
9. Components will begin to be copied
10. Wait for the green checkmark for Copy completed: [date]
11. Repeat this process if another course or components needs copied

To copy select components

**NOTE:** Content and Course Files MUST be selected together for students to be able to access these items

8. Click Select Components
9. Choose from the list provided of available content items and activities
10. Click Continue
11. Choose from the listed provided the individual items
12. Click Continue
13. On the confirmation page the total number of files will be listed
14. Click Finish
15. Items will be copied when the green checkmark (success) is displayed for each item
16. Click on Copy Another Package to repeat.

**REMINDER:** Content will NOT overwrite itself. Your course content will be doubled. **ALWAYS** review your content before using the copying tool again.