Importing existing Course Content into a New Course

1. First go to the course you would like to copy content INTO

From your course home page choose Edit Course - near the top right hand corner of the screen.

2. In the third column of the new screen choose "Import/Export/Copy Components"
3. Next choose "Copy Components from Another Org Unit", then click the Search for offering button.

4. In the window that opens, you can type the CRN number for the class you want to copy from.

5. If you do not know the CRN number, click the search button (looks like a magnifying glass) to see a list of classes you have taught in the past.

6. Click the radio button next to the class you would like to copy information FROM.

Click the Add Selected button at the bottom of the window after you make your selection.
7. The next screen allows you to either Copy All Components of the course, or Select Components from the course.

If you choose to Copy All Components you will copy everything from the previous class.

NOTE: IT IS HIGHLY RECOMMENDED YOU CHOOSE TO COPY ALL COMPONENTS. SELECTING INDIVIDUAL COMPONENTS CAN BE DIFFICULT AND OFTEN RESULTS IN AN INCORRECT COPY.

8. If you choose to Select Components, you will be given a choice regarding which components to copy into the new class. Simply select the checkbox next to the tool(s) you would like to copy.

If you chose “Select Components” for any component in the previous step, the Select Items page appears. This page lists all of the items and any sub-items contained in the current component. (For example, on the Select Dropbox Items page, you will see all of the dropbox folders and categories.)

Select the individual items and sub-items you want to copy and click Continue.

9. Click Finish to begin Copying

The Copy Summary page displays, showing the copy progress. When a component successfully copies, a green check mark appears beside it. If any component fails to copy properly, a red X appears beside it.

10. When the process is finished, click View Content to see your changes.