

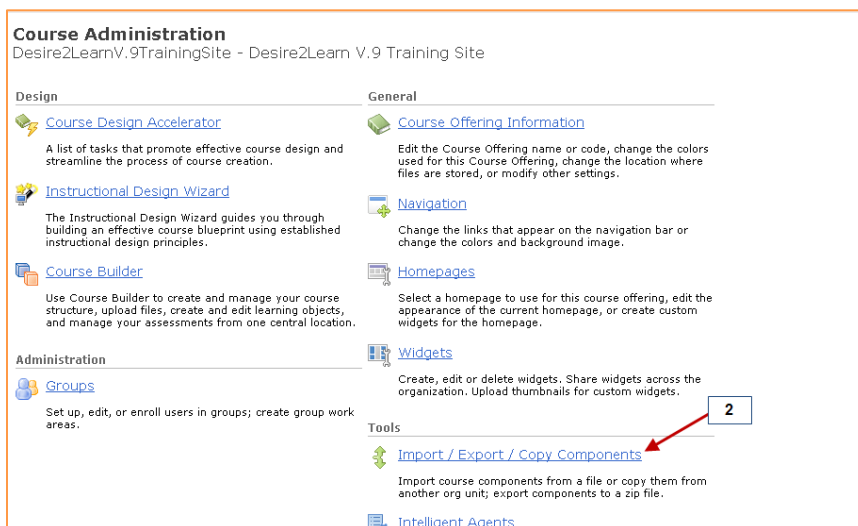
This step-by-step guide will demonstrate how to copy course materials – such as Course Files, Content, Quizzes, etc. – from one classroom into another.

## Course Management: Copy Course Components

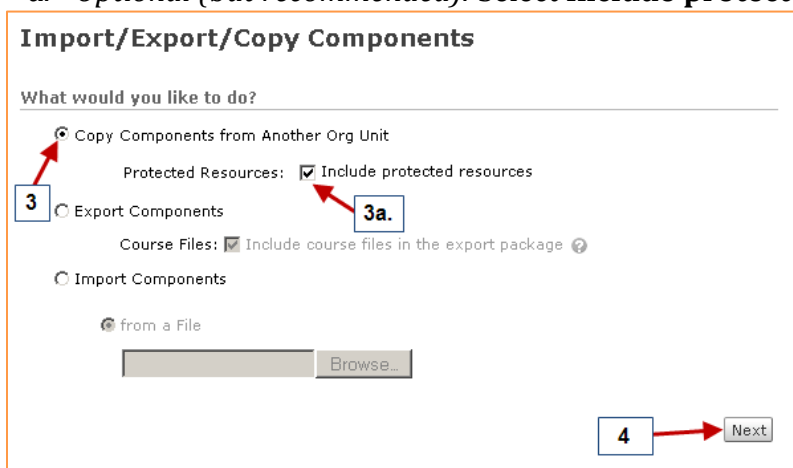
1. Select **Edit Course**.



2. Select **Import / Export / Copy Components**.



3. Select **Copy Components from Another Org Unit**.
  - a. *Optional (but recommended):* Select **Include protected resources**.



4. Select **Next**.

5. Select **Existing Offering**.
6. Choose one of the two following methods to locate the course from which materials will be copied.
  - a. Select the course from the dropdown list.
  - b. Select the **Search for offering** link.



7. Choose one of the two following methods to indicate components to be copied.
  - a. Select **Select All Components** (recommended). Advance to step 10.
  - b. Select individual categories (e.g., **Dropbox**, **Discussion**, etc.)
    - i. Select **Copy all items** OR
    - ii. Select **Select individual items to copy**.

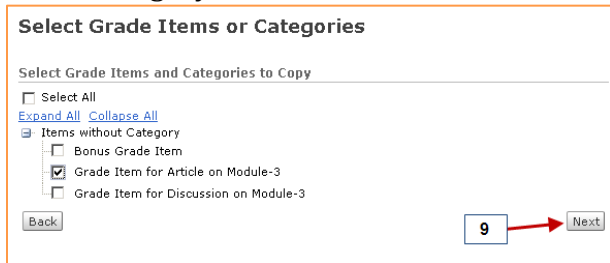


Note:

If **Content** is selected, you **MUST** also select the **Course Files** in order to have the files linked in the new Content area.

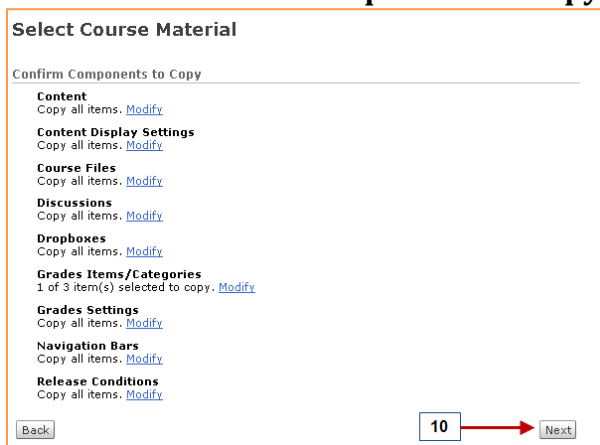
8. Select **Next**.

**Note:** If **Select individual items to copy** was selected, select the items to be copied for each category.



9. Select **Next** after each category.

10. On the **Confirm Components to Copy** screen, select **Next**.



**Note:** Green checkmarks will appear when processing of each item has completed.

11. When the entire copying process is complete, select **Done**.

