Instructors can copy an entire course component such as dropboxes, quizzes, etc. into a blank course shell in order to populate content from one course shell into another course shell.

***IMPORTANT NOTE REGARDING DUPLICATION: Components or tools (i.e. quizzes, dropboxes, etc) that are copied multiple times will create duplicates. For example, if a course contains 5 quizzes and a course with 3 quizzes is copied into it, the course will contain 8 quizzes. The only component that might be overwritten is Course Files. A course file is overwritten if one of the files being copied has the same name as an existing file. No other components are written over.

Performing a Complete Component Copy:

1. Select the Course you Wish to Copy Content TO from My Courses.
2. Select Edit Course from the Manage Course drop-down menu on the navigation bar.

3. In the site resources area, select Import/Export/Copy Components.
4. Select **Copy Components from Another Org Unit**.
5. Select **Search for Offering**.

6. Select the **Radio Button** next to the course you want to copy.
7. Select **Add Selected**.
8. Select **Select Components**.

Selecting the Select Components Button

9. In the choose components to copy area, select the **Checkbox** next to the components you wish to copy.

10. Select **Continue**.

***IMPORTANT NOTE:*** If you select the Content component to copy, you must also select the Course Files component. If you do not, the Content component will not copy correctly.

Select the Components to Copy
11. Review the selected components.
12. Select Finish.

13. Wait for the copy to complete.
   ***IMPORTANT NOTE: DO NOT LEAVE THE COPY SCREEN UNTIL EACH ITEM BEING COPIED HAS A GREEN CHECKMARK NEXT TO IT.
   ***NOTE: During the copy process, components may copy out of list order.
14. Select Done.
   ***NOTE: This will take you back to the Import/Export/Copy tool; you are now able to navigate around your course.