Instructors can copy their entire course 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 Course 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.

### Selecting Edit Course

3. In the site resources area, select **Import/Export/Copy Components**.

### Selecting Import/Export/Copy Components
4. Select **Copy Components from Another Org Unit**.
5. Select **Search for Offering**.

Selecting Search for Offering

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

Selecting the Course to Copy and Adding it to the Course Copy List
8. Select **Copy All Components**.

9. The Course Copy is now in a queue. Users can wait to see if the copy is complete or navigate away from the screen while the copy is being processed.
Verifying the Status of a Complete Course Copy:

1. Select the Course you Copied 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 View History.

5. On the Course Copy Components History screen, users can view the status of their copy.

Viewing a Complete Course Copy that is In Progress

OR

View of a Complete Course Copy that is Completed
6. Hover the cursor over the copy status until it turns blue.
7. Select anywhere within the Blue Box to review a detailed history of the course copy.