Instructors can copy portions of a course component such as a single dropbox, a single quizzes, etc. into a 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 Partial 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**.

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**Selecting Search for Offering**

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

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

10. Select the **Radio Button** next to Select individual items to copy.

11. 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.
12. Select the **Checkbox** next to the individual items to copy.  
13. Select **Continue**.

Selecting Individual Components and Continuing

14. **Review** the selected components.  
15. Select **Finish**.

Selecting Finish to Begin the Copy
16. **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.

17. Select **Done**.

   ***NOTE:*** This will take you back to the Import/Export/Copy tool; you are now able to navigate around your course.

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**Selecting Done**