Copy over items from one course to another to avoid recreating existing items.

**Step 1 - Current Course**

1. Select the 3x3 box icon.
2. Select your current course.
Step 2 - Edit Course

1. Select Edit Course from the tool bar.

2. Click on Import/Export/Copy Components
Step 3 - Search for Course

1. Select the first option, "Copy Components from another Org Unit"

2. Search for the course from which you would like to copy the item.
Step 4 - Select Course

1. Search for your old course in the pop up box.
2. Select the course from which you would like to copy.
3. Click Add Selected.
Step 5 - Select Components

1. Back at the menu select "Select Components" at the bottom of the page.
Step 6 - Make Selections

1. Go through the list and select the item (or items) you wish to copy

2. "Select individual items to copy" and "Include associated files"

3. Continue
Step 7 - Choose exact items

1. Select the items you wish to copy over.
Step 8 - Finish

1. Select Finish to complete the copying of items.