Step 1 - Go to your Course Home.
Step 2 - Select the course you want to copy into.
Step 3- Go to Edit Course.
Step 4 - Go to Import/Export/Copy Components.
Step 5 - Select Search for offering

Ensure that the first radio dial is selected and the rest of the options are grayed out.

![Image of Import/Export/Copy Components page]

- **Copy Components from another Org Unit**
  - What is an Org Unit?
  - Course to Copy:
    - Search for offering
    - Include protected resources
    - View History

- **Copy Components from Parent Template**
  - What is a Parent Template?
  - Include protected resources

- **Export Components**
  - Should I include course files?
  - Include course files in the export package

- **Import Components**
6. Type in the course information of the course you want to copy

You may click "show search options" to narrow down your search

This example uses the department number. When using the department number, always use a dash.

You may use any of the information listed below:

- CRN (31300)
- Course Title (Enviornmentnal Biology)
- Dept- #### (GEOS-2320)
- XLSDEPT#### (XLSACTY2150) This is for crosslisted or combined sections.
- XLSDEPT (XLSACTY) This is for crosslisted or combined sections.
- .YYYYss (.201520) YYYY is the four digit year and ss is the two digit semester, e.g. 10=spring, 20= summer I, 30= summer II and 40= fall

<table>
<thead>
<tr>
<th>Offering Code</th>
<th>Offering Name</th>
<th>Department</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>course-sample</td>
<td>Course Sample</td>
<td>Online Education</td>
<td></td>
</tr>
<tr>
<td>DAV</td>
<td>Katrina Sample Course</td>
<td>College of Educ &amp; Human Devlpnt</td>
<td></td>
</tr>
<tr>
<td>DEMO</td>
<td>Sample Course</td>
<td>Online Education</td>
<td></td>
</tr>
<tr>
<td>eteaching-endorsement-sample-course</td>
<td>Eteaching Endorsement Sample Course</td>
<td>Online Education</td>
<td></td>
</tr>
<tr>
<td>ftchk</td>
<td>Sample Course for the Help Desk</td>
<td>Faculty Technology Center</td>
<td></td>
</tr>
<tr>
<td>FTC5andbox1</td>
<td>Sample course for Julie</td>
<td>Faculty Technology Center</td>
<td></td>
</tr>
</tbody>
</table>
Step 7 - Select the course you want to copy.

Select Course Offering

<table>
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<td>tchd</td>
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<td></td>
</tr>
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</table>
Step 8 - Click Add Selected.
Step 9 - Click Copy All Components.

Copy Components from another Org Unit
- Course to Copy:
  - Course Sample ✗
  - Include protected resources
- View History

Copy Components from Parent Template
- What is a Parent Template?
- Include protected resources

Export Components
- Should I include course files?
  - Include course files in the export package

Import Components
- Copy All Components
- Select Components
Step 10 - Click view content