Importing Course Content from a Previous Semester

1. Enter the new course that you want to pull content into.
2. Click "Edit Course" in the navbar:
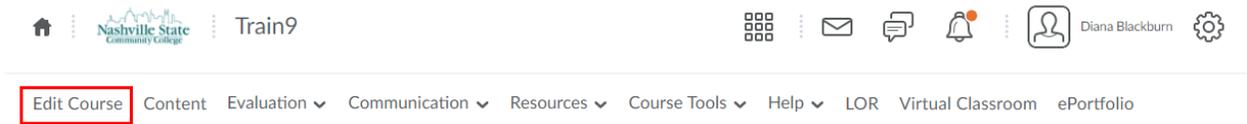
3. Click on the "Import/Export/Copy Components" link in the Site Resources category:
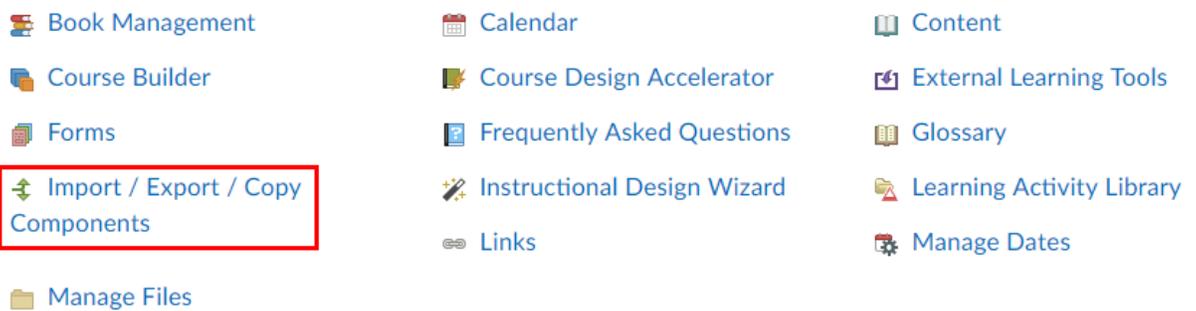
4. In the "What would you like to do?" section, select "Copy Components from another Org Unit" and then click "Search for offering":
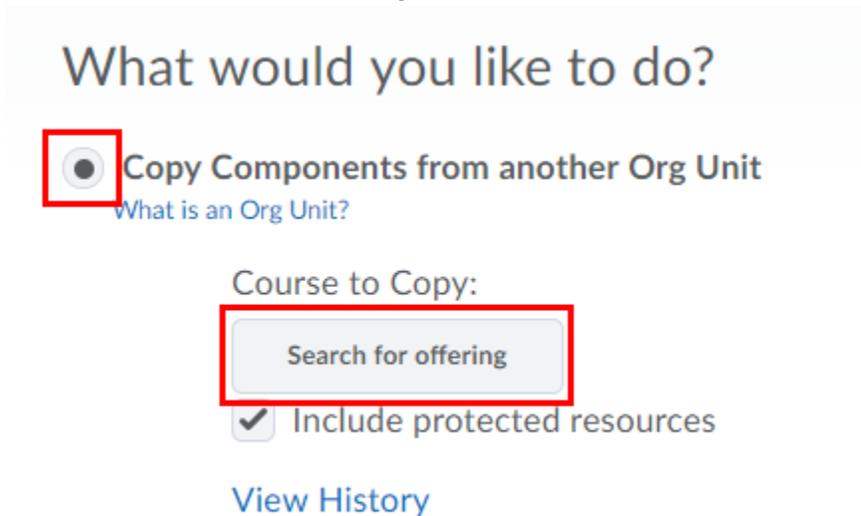
This will prompt the "Search Course Offering" dialog box.

5. In the "Search For" bar, type the course name that contains the content you would like to import and hit enter:

Select Course Offering

TYPE HERE   🔍   Show Search Options

Note that you will only be able to search for courses for which you have been granted Teacher access--that is, you'll only be able to copy content from courses that you have previously taught.

6. Select the course you wish to copy, and then click the "Add Selected" button:

	Offering Code ▲	Offering Name	Department	Semester
⊙	10626.200910	ESOL-0121-573 - Conversation I		Spring Term 2009

Add Selected   Close

7. To copy over the *entire* course, click the "Copy All Components" button:

Copy All Components

To copy over *portions* of the course, click the "Select Components" button:
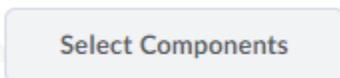
Select Components

- Select which components of the course you'd like to copy over, then click "Continue":

Choose Components to Copy

▷ Show the current course components

☐ Select All Components

☐ **Content Display Settings**

⦿ Copy all items

☐ **Grades Settings**

⦿ Copy all items

☐ **Release Conditions**

⦿ Copy all items

☐ **Course Appearance**

⦿ Copy all items
○ Select individual items to copy

☐ **Tool Display Names** (4 item(s))

⦿ Copy all items
○ Select individual items to copy

[Continue]   [Go Back]   [Cancel]

8. Click the "Finish" button:

[Finish]

9. A green checkmark icon will appear as each individual element is transferred into the course. Once every element receives a checkmark, the course content is successfully copied:

10. Click the "View Content" button to verify that your new course now contains all the course material from the old course:

View Content