Importing Content
You can import content from other course that you have access and permission to copy. You can select all components or sections of content to use in a new course.

Step 1: Go to the Course where you want the material imported into.

Step 2: Click on the gear icon at the top right of your name in the minubar.

Step 3: Click Import/Export/Copy Components in the dropdown menu.
Step 4: Select Copy Components from another org unit. Include protected resources. Then Click Search for offering.
Step 5: Locate the course you wish to copy from by searching.

Enter the Course Information you wish to copy.

Make sure to select the right course, pay attention to the section and semester to ensure you are copying the correct information.

Once you have selected the correct course, click Add Selected.
Your selected course should appear under course to copy.

If you elect to copy all of the course content, Click Copy All Components. If you choose to manually select components, identify only the items you wish to copy. Please be patient while the copy process takes place.

If you manually select items:

When manually selecting items be sure to Include associated files.

*Note you can choose to copy all the items or certain items. For example, you want to include Module 1, 2, and 4 but not all of them. Uncheck Copy all items and select the items you need.
Once you have selected all the items you want to copy, Click Continue. Then Finish.

You should see this:

![Image of Copy Course Components History dialog]

Successful completion will look like this:

![Image of successful copy completion dialog]

Components should appear in the same place in the new course that as they did in the old course. For example, if the folder labeled Test Prep in the old course, it will become a module in the new course.

Upon completion, check your course for the imported content. It should roughly appear in the same area, please check carefully.

Congratulations, you have successfully imported content into your course!