



# Import, Export or Copy Components from another Course

Center for Innovation in Teaching and Learning

1. Go to the NEW course where you have access to the course where you are copying material from.  
EXPORT if you are wanting to give this content to another instructor or archive it.  
IMPORT if you have an export (ZIP) file from an archive, another instructor or a publisher.

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4. Choose Copy Components from Another Org Unit
  5. Select the Search for Offering link, then enter the course name (this is very specific, use this format-ENGL 1010-001) or CRN you want to copy in the Search box. Select the correct course and Add Selected.

6. You have a couple options:
  - x You can choose to Copy All and then by selecting the checkbox by the component name and if want certain items choose Select individual items to copy
7. Click Continue
  - x If you chose to select components

