

## DL KNOW HOW - Copying Course Components

The following documentation demonstrates the process of copying course components/content from one course to another. Watch the [DL KNOW HOW - Copying Course Components](#) video for a visual demonstration of the steps below.

STEP  
**01**

Log into the course you wish to copy content into.

STEP  
**02**

Click the **Edit Course** link located in **Course Tools** on the navigation bar.

STEP  
**03**

The **Course Administration** page is displayed. Under the **Site Resources** section heading, click the **Import / Export / Copy Components** option.

STEP  
**04**

Choose **Copy Components from Another Org Unit** and click the **Search for Offering** button.

STEP  
**05**

In the **Search For:** text field, enter the course you wish to copy, click the search button, then click the radio button to select the course offering.

STEP  
**06**

Click the **Add Selected** button.

STEP  
**07**

Choose either **Copy All Components** or **Select Components**.

**Note:** The remaining steps will explain the process of **Selecting Components**. If you choose **Copy All Components**, the materials will begin copying to your course.

STEP  
**08**

A list of components will appear once you choose a course to copy from. Choose individual components to copy, verify that the **Include Associated Files** box is checked (if applicable), and then click **Continue**.

STEP  
**09**

Review and confirm the items to be copied. If correct, choose **Finish**. If you need to make changes, choose the **Go Back** button.

STEP  
**10**

The materials will begin copying. If all materials are moved successfully, there will be a green check mark to the left of all chosen materials.

If you need further assistance or have any questions related to Copying Course Components, please do not hesitate to contact our **DL Help Desk**, using the contact information below.

**Email:** [dlshep@cna.nl.ca](mailto:dlshep@cna.nl.ca)

**Phone:** 1.877.465.2250 option 1 (toll free) / 1.709.466.6961 (local)

**Live Chat:** <http://livechat.cna.nl.ca>