Course Copy

You can copy all or some course components to another eCentennial course using the Import/Export/Copy Components tool. Copying course components enables you to reuse your materials from a previous term. Also, if you are teaching two sections of the same course at the same time, you can build one eCentennial course site and copy your materials to the other section. To copy course materials from one course to another, you must be listed as Faculty in both courses.

You also have the ability to import and export course packages. This document also includes these instructions.

In this guide you can learn about:

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Copy Course Components

You must be Faculty in both courses to copy directly from one course to another.

1. Go to the course you want to copy course components into.
2. Click on the gear icon next to your name.
3. Click on Import/Export/Copy Components.
4. Copy is selected by default, click on the Search for offering button (Figure 1)
5. In the search field, enter the **course code, section number** and/or the **term** (e.g. GNED500001 18W) you wish to copy the course materials from, then click the search icon.

6. When your course appears, click the **radio icon** to the left of your course, then click the **Add Selected** button.

7. Choose either **Copy All Components** or **Select Components** (Figure 3). If you choose **Copy All Components**, the materials will begin copying to your course.

*Note: The remaining steps will explain the process of **Select Components***

8. To select specific components you would like to copy over, click the **Select Components** button (Figure 3).
9. A list of components will appear once you choose a course to copy from (Figure 4). Select the components to copy. You can choose to **Copy all items** within each component or you can **Select individual items** to copy within each component. Verify that the Include Associated Files box is checked, then click **Continue**.

*Note:* If you choose Select individual items to copy, the next screen will prompt you to select the specific items to copy over, then click **Continue**.

10. Review and confirm the items to be copied. If correct, choose **Finish**. If you need to make changes, choose the **Go Back** button (Figure 5).
Import Components

1. Go to the course you want to import course components into.
2. Click on the gear icon next to your name.
3. Click on Import/Export/Copy Components.
4. Select Import Components and click Start (Figure 6).
5. Click and drag the file you want to import or click the Upload button to browse for your desired file (Figure 7).
6. Click Import All Components to move the entire package.

*Note: You can import individual pieces of the package by clicking Advanced Options... and following the prompts.

7. Once the import is complete, you can click on the View Content button to view the imported components.

Figure 6

Figure 7
Export Course Components

1. Go to the course you want to export course components from.
2. Click on the gear icon next to your name.
3. Click on Import/Export/Copy Components.
4. Select Export Components and click Start (Figure 8).
5. Select all the components you would like to export. You can choose to Export all items or Select individual items to export (Figure 9) then click Continue.

*Note: If you choose to export individual items to export, the next screen will allow you to select the items, then click Continue.*
6. Review and confirm the items to be exported. If correct, choose **Continue**. If you need to make changes, choose the **Go Back** button (Figure 10).

7. Click **Finish**

8. Click on the link to download the export Zip package.

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**Figure 10**

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**Figure 11**