

## HOW DO I USE THE COPY COURSE FEATURE TO COPY AN ENTIRE COURSE?

Video Tutorial: [How do I use the copy course feature to copy an entire course?](#)

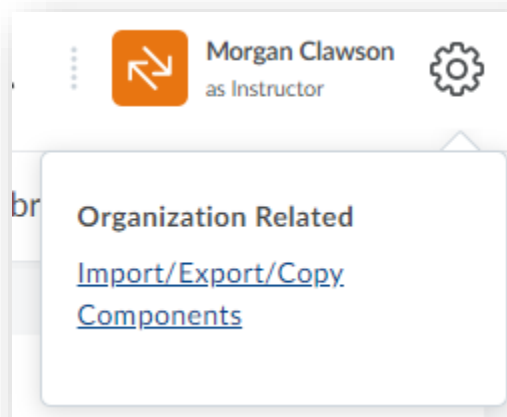
You can copy courses into empty shells to assist in easy course creation.

Enter the course in which the material will be copied into.

Select the gear next to your name in the upper right corner of your screen.



Choose “Import/Export/Copy Components.”



Choose “Copy Components from another Org Unit.”

## HOW DO I USE THE COPY COURSE FEATURE TO COPY AN ENTIRE COURSE?

### What would you like to do?

Copy Components from another Org Unit  
[What is an Org Unit?](#)

Course to Copy:

Include protected resources

Select “Search for offering” and type or copy and paste the name of the course you want to copy from. Once you have selected the course, choose “Add Selected.”

### Select Course Offering

[Show Search Options](#)

1 Search Result [Clear Search](#)

|                                  | Offering Code ▲ | Offering Name   |
|----------------------------------|-----------------|-----------------|
| <input checked="" type="radio"/> | Clawson_Sandbox | Clawson Sandbox |

Next, choose “Copy All components” to copy the original course into your new course.

## What would you like to do?

**Copy Components from another Org Unit**

[What is an Org Unit?](#)

Course to Copy:

Clawson Sandbox ✕

Include protected resources

**Copy Components from Parent Template**

[What is a Parent Template?](#)

Include protected resources

**Export Components**

[Should I include course files?](#)

Include course files in the export package

**Import Components**

**Copy All Components**

Select Components



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