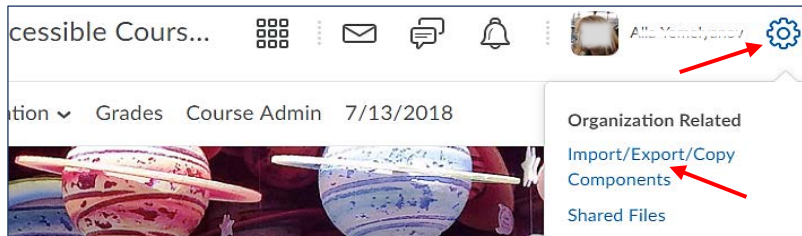
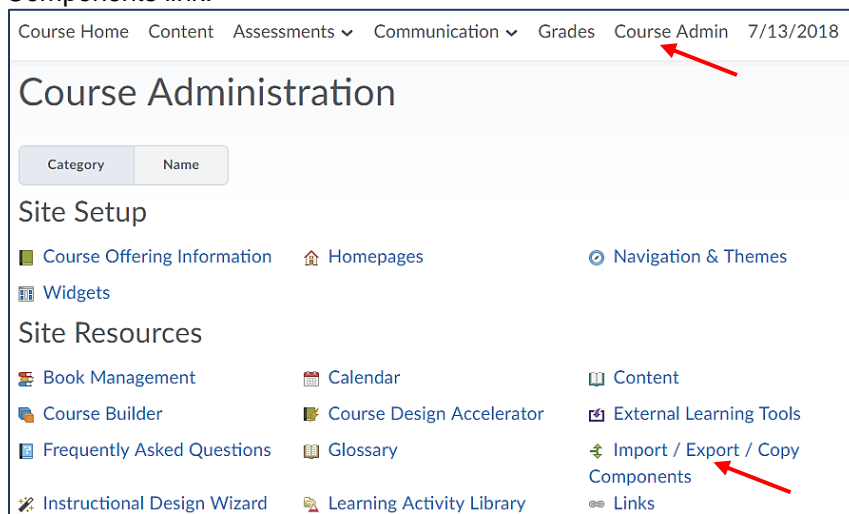


## Copy content to a new/existing course

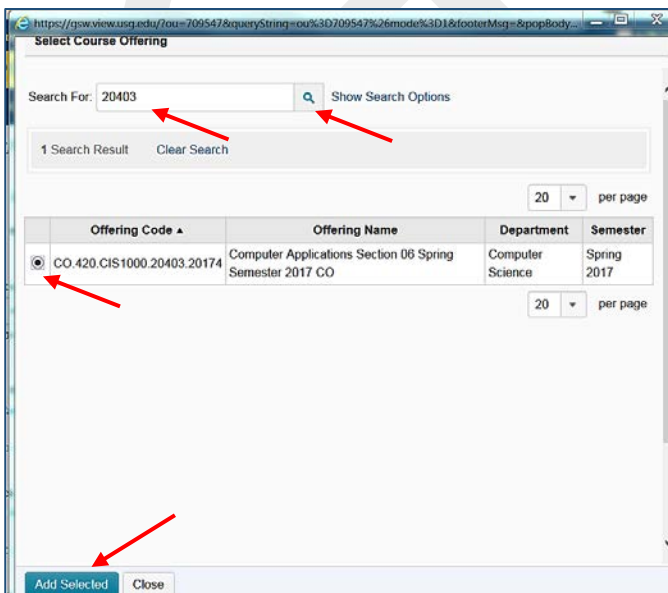
- Log in to GeorgiaVIEW. In the course, you would like to populate with content from another course, click the Gear icon at the top right side next to your name. Click Import/Export/Copy Components:



Alternatively, click the Course Admin at the bottom of the navigation bar and select the Import/Export/Copy Components link:



- On the Import/Export/Copy Components page under the selected "Copy Components from another Org Unit" option, click the "Search for offering" button (make sure that Include protected resources is checked).
- On the pop-up window, type in the name or CRN number of the course you would like to copy from in the Search For: box and click the magnifying glass:



- Check the radio button next to the located course and click the Add Selected button at the bottom. The course will appear on the Import/Export/Copy Components screen:

### Import/Export/Copy Components

What would you like to do?

**Copy Components from another Org Unit**  
*What is an Org Unit?*

Course to Copy:  
Computer Applications Section 06 Spring Semester 2017 CO ✕

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**

- Click the Copy All Components button at the bottom if you would like to copy the entire course content.
- Or click the Select Components, if you would like to copy a part of the content: quiz, assignment content module, etc.
- Once you click the Copy All Components button, the copying process will start and might take up to several minutes (please be patient):

### Copy Course Components History

**Computer Applications Section 06 Spring Semester 2017 CO**

Copy All Components Started: ayemely1, Monday, May 8, 2017 1:49 PM EDT

The copy is queued, please wait for processing...

- If the green check mark appears at the right of the screen, the copying process is completed and you may click View Content:

### Copy Course Components History

**Computer Applications Section 06 Spring Semester 2017 CO**

Copy All Components Started: ayemely1, Monday, May 8, 2017 1:49 PM EDT

Copy Completed: May 8, 2017 1:51 PM

If you would like to **copy just selected components**:

- Click the Select Components button. On the next screen, select the component to copy, for instance, Quizzes
- Put check mark next to Quizzes, choose "Copy all items" or "Select individual items to copy" radio button, make sure that the "Include associated files" box is checked and click Continue:

Quizzes (18 item(s))  
 Copy all items  
 Select individual items to copy  
 Include associated files  
 Release Conditions

Continue Go Back Cancel

- On the next screen, expand Quizzes and check the quizzes you would like to copy, click Continue:

Select Quizzes

Select Quizzes to Copy

Select All  
Expand All Collapse All

Quizzes  
 Quiz 1 - Introduction to Technology  
 Quiz 10 - Working with Large Worksheets  
 Quiz 11 - Databases and Database Objects  
 Quiz 12 - Querying a Database  
 Quiz 13 - Maintaining a Database  
 Quiz 2 - Creating, Formatting, and Editing Word Document  
 Quiz 3 - Creating a Research Paper  
 Quiz 4 - Creating a Business Letter  
 Quiz 5 - Creating and Editing a Presentation with Picture  
 Quiz 6 - Enhancing a Presentation  
 Quiz 7 - Reusing a Presentation and Adding Media  
 Quiz 8 - Creating a Worksheet and a Chart  
 Quiz 9 - Formulas, Functions, and Formatting  
 Syllabus Quiz

Tests  
 Continue Go Back Cancel

- On the next screen, make sure that, for example, two quizzes are selected and click Finish. The process will start and once it's finished, you can view your content or the Quizzes tool with copied quizzes.

**NOTE:**

- Student data** is not copied from one course to another. For example, if you copy a Discussion topic, only the discussion settings are copied, not the individual student posts.
- Due dates** are not changed when you copy them. You must use the Manage Dates tool in the Course Admin to change the due dates for items in your course or change the dates manually.
- Calculated grade items** are not copied.
- Release conditions** can be copied if they attached to and reference other components that are copied at the same time. Choosing Release Conditions without selecting any other component does nothing.
- Links and Associations between Components.** If you are copying **linked or associated components**, you must copy all of the related components at the same time. For example, if a Discussion Topic has release conditions based on the results of a Quiz, you must copy all three components (Discussions, Quizzes and Release Conditions) at the same time. As long as the associated components are copied together, links between them are retained.