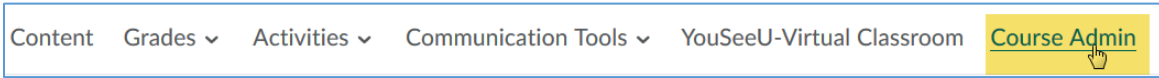
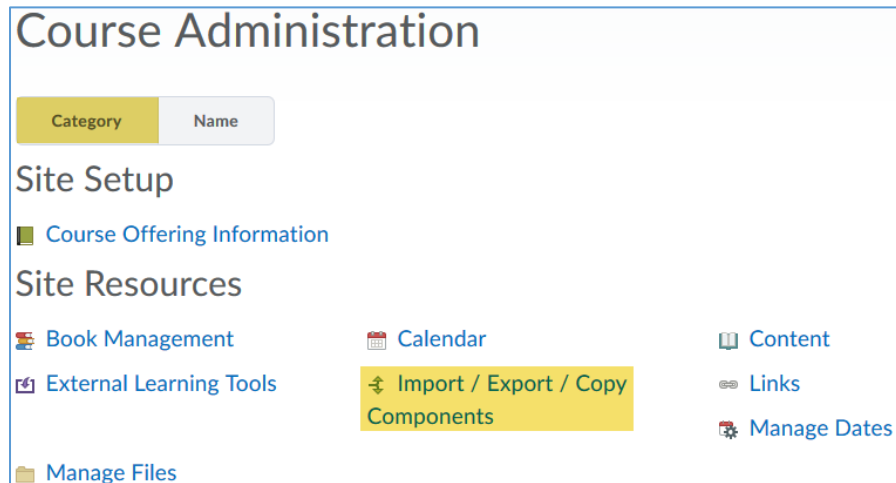


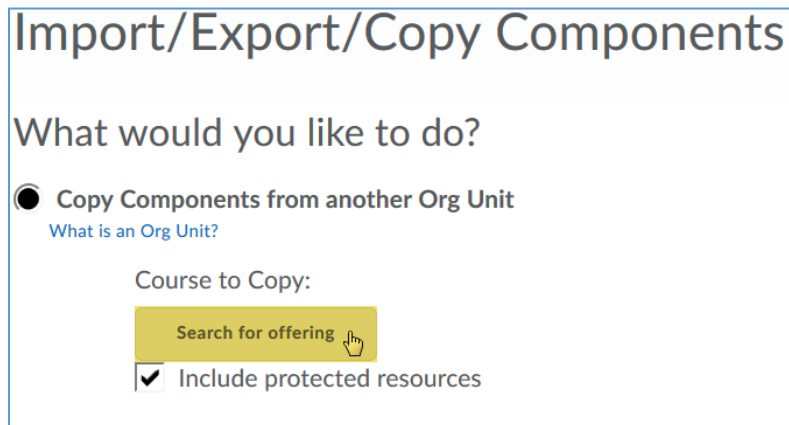
1. In your **destination** course offering (blank shell), select **Course Admin** from the Navigation bar at the top



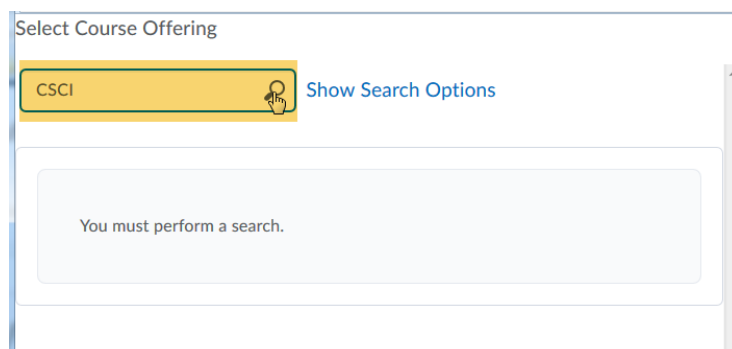
2. Select **Import/Export/Copy Components**. (How these options display depends on whether you are viewing by **Category** or **Name**. In the image below the display is set to **Category**)



3. Select **Copy Components from another Org Unit** and then **Search for offering**.



4. Type in a course prefix and select magnifying glass to search for course offering.



5. Only courses in which you are enrolled will show up. Select the radio button next to the appropriate course to copy and click the Add Selected button.

Select Course Offering

CSCI  [Show Search Options](#)

2 Search Results [Clear Search](#)

	Offering Code ▲	Offering Name	Department	Semester
<input type="radio"/>	CSCI 530 01W	CSCI 530 01W	CSCI-ConvCourses	Converted Courses Semester
<input checked="" type="radio"/>	CSCI 549 01B-Suh	CSCI 549 01B-Suh	CSCI-ConvCourses	Converted Courses Semester

20 per page ▼

**Add Selected**

6. You should see the name of the course you selected appear under the **Copy Components...** section. Select the blue button labeled **Copy All Components**.

## Import/Export/Copy Components

What would you like to do?

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

Course to Copy:  
**CSCI 549 01B-Suh** ✕

Include protected resources

Copy Components from Parent Template  
[What is a Parent Template?](#)

Export Components  
[What is an Export?](#)

**Copy All Components**