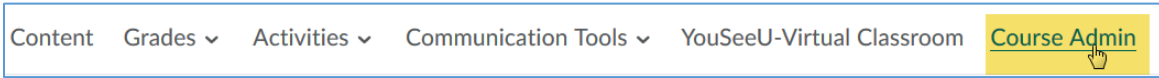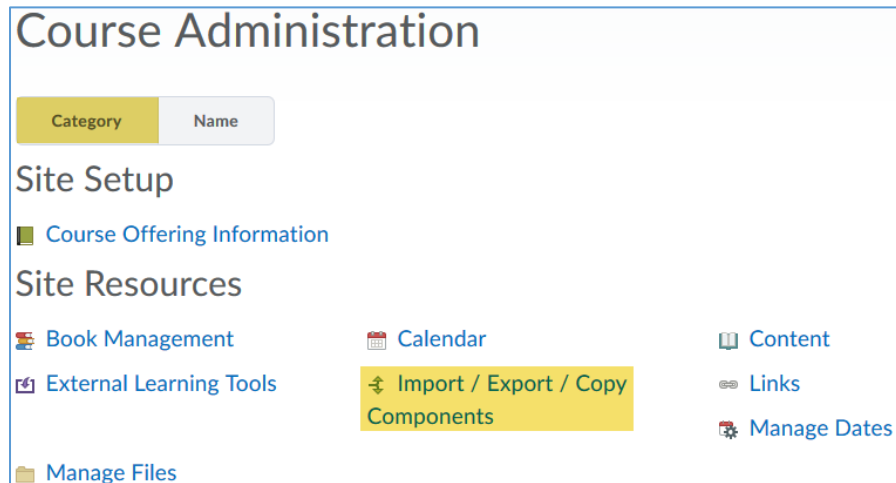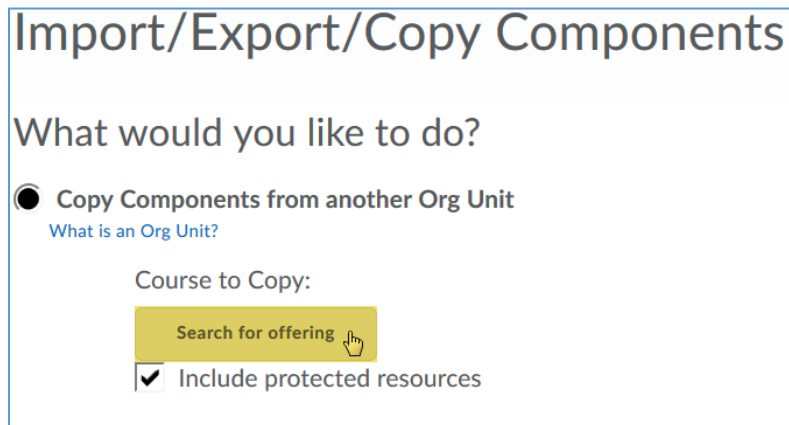1. In your **destination** course offering (blank shell), select **Course Admin** from the Navigation bar at the top
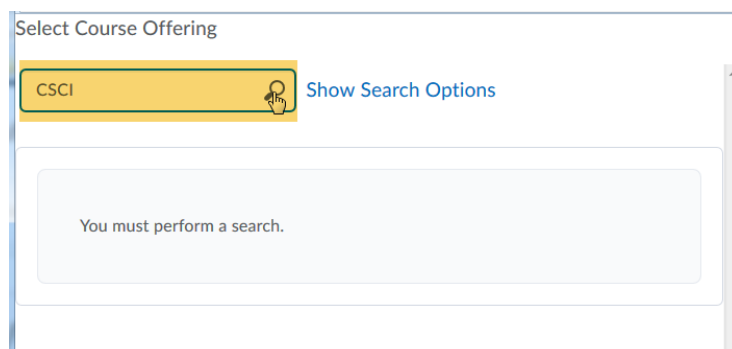

2. Select **Import/Export/Copy Components**. (How these options display depends on whether you are viewing by **Category** or **Name**. In the image below the display is set to **Category)**

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.

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**.