

## CAN I COPY SPECIFIC COMPONENTS FROM OTHER COURSE OFFERINGS?

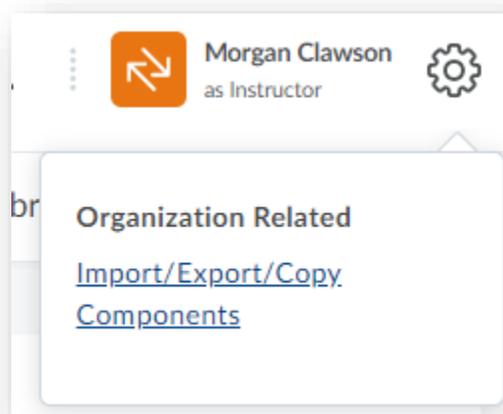
You can copy specific course components (like a quiz or an assignment) into another course shell to assist in easy course creation.

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."

## CAN I COPY SPECIFIC COMPONENTS FROM OTHER COURSE OFFERINGS?

### 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 select 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**



Next, select the specific components you wish to copy and choose “continue.”

## Choose Components to Copy

▶ [Show the current course components](#)

Select All Components

- Calendar** (3 item(s))
  - Copy all items
  - Select individual items to copy
- Checklists** (2 item(s))
  - Copy all items
  - Select individual items to copy
- Content** (17 item(s))
  - Copy all items
  - Select individual items to copy
  - Include associated files
- Content Display Settings**
  - Copy all items
- Course Files** (16 item(s))
  - Copy all items
  - Select individual items to copy
- Discussions** (4 item(s))

Finally, decide if you want BlazeVIEW to automatically push the start, end, and due dates on your course components or if you will manually adjust them yourselves. When you have decided, select “Finish.”

## Confirm Components to Copy

### Calendar Events

Copy all items. [Modify](#)

## Offset Dates

Offset all dates of copied components

Offset by direction and range

Days

Hours

Direction

Range

Direction

Range

Forward ▾

Forward ▾

Calculate range between two dates

Finish

Go Back

Cancel

