Copy Components from Course to Course

1. Log into BOLT.
2. Click on the course that you would like to copy the component(s) to.
   a. Example: I want to copy content from a 2011Fall course to a 2012Spring course; I will click on the 2012Spring course.
3. From the Course Home page, click on Import / Export / Copy Components link in the Course Administration Widget.
4. Select ‘Copy Components from another Org Unit’.
5. Click Next.
6. Select Existing Offering and click the dropdown arrow and select course you are copying from. Be patient as the components of your course load.
7. Under ‘Choose Components to Copy’ select what you want to copy.
   a. If you want to copy ALL components, check the Select All Components box.
### Choose Components to Copy

- **Checklists (1 item(s))**
  - Copy all items
  - Select individual items to copy
- **Content (35 item(s))**
  - Copy all items
  - Select individual items to copy
- **Course Files (124 item(s))**
  - Copy all items
  - Select individual items to copy
- **Dropbox (12 item(s))**
  - Copy all items
  - Select individual items to copy
- **Grades (22 item(s))**
  - Copy all items
  - Select individual items to copy
- **Grades Settings**
  - Copy all items
  - Select individual items to copy
- **Groups (2 item(s))**
  - Copy all items
  - Select individual items to copy
- **News (4 item(s))**
  - Copy all items
  - Select individual items to copy
- **Question Library (19 item(s))**
  - Copy all items
  - Select individual items to copy
- **Quizzes (11 item(s))**
  - Copy all items
  - Select individual items to copy
- **Release Conditions**
  - Copy all items

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### Things to Consider

**Links and associations between components must be copied at the same time.** For example, if you have a quiz that is associated with a grade item, be sure to copy both the quiz and the grade item at the same time.

**Existing components are not overwritten.** If you are copying components from the same source multiple times, be careful not to copy the same items more than once or you will create duplicates.

**User data is NOT copied.** For example, if you copy the discussions component, only the forum and topics will be copied, not the messages posted to topics.
8. Make the necessary selections and click the **Next** button.
9. Confirm items to copy and click the **Next** button.
10. Click **Done**.
11. Check your course to make sure the components were copied correctly.