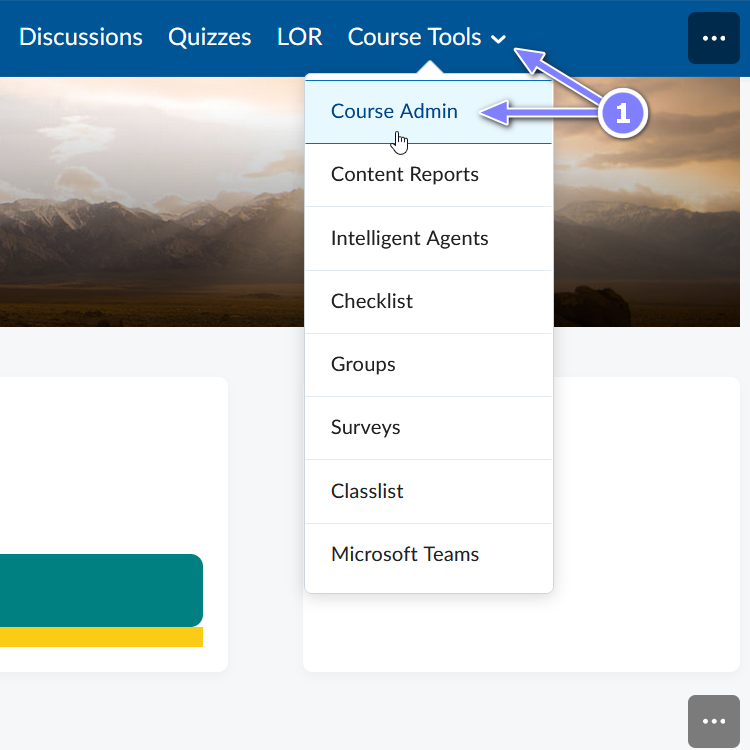
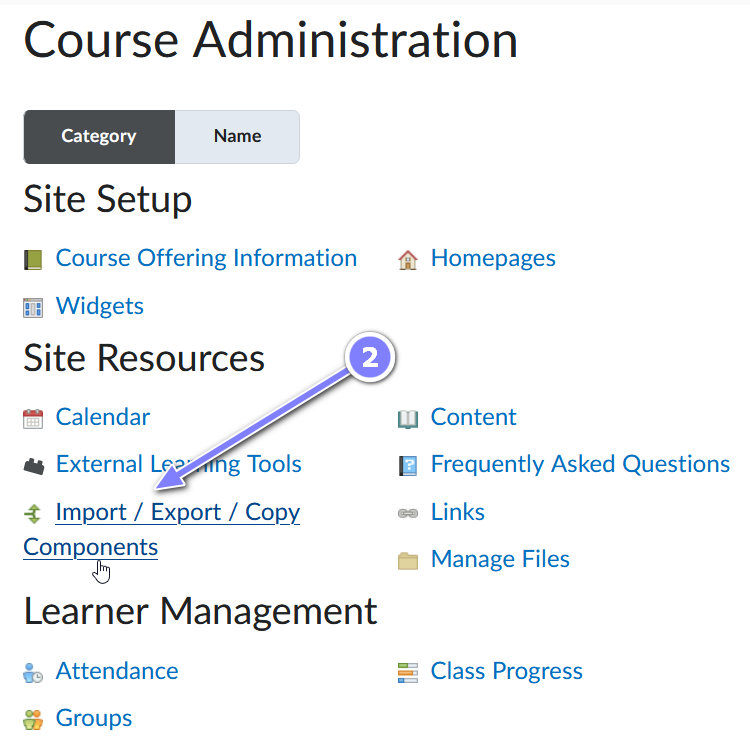
Copy material from another Brightspace course

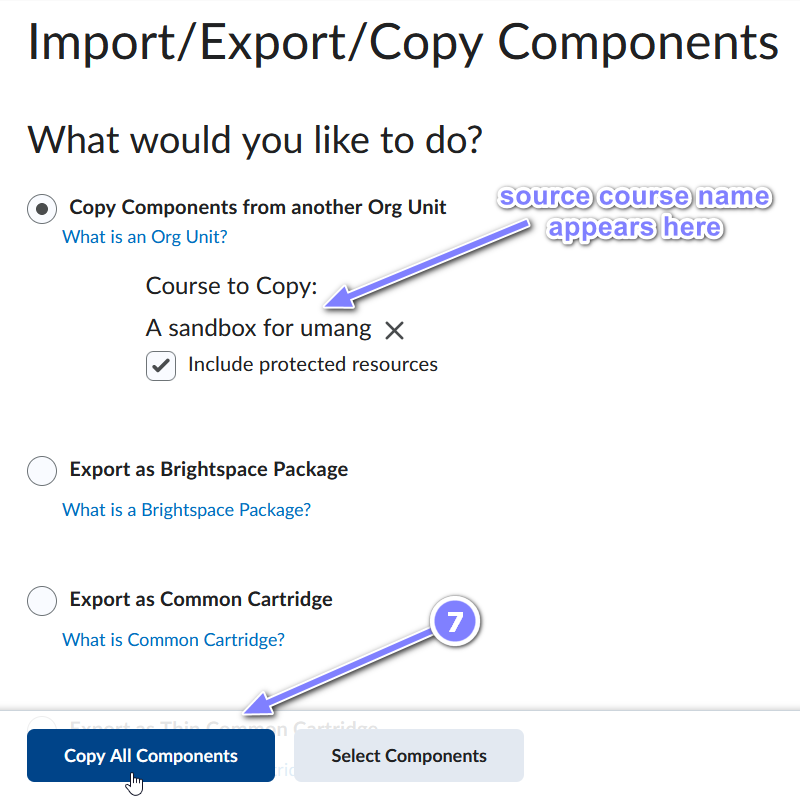
1. In the course that you want to populate (copy material ***into***), click **Course Tools** on the Nav bar and select **Course Admin.**
2. Select **Import / Export / Copy Components.**

1. Ensure **Copy Components from another Org Unit** is selected. (Org Unit means Course site)
2. Click into the **Search for offering** button. A pop-up will appear.
3. Type part of the name of the course you want to copy ***from*** and select the **Search** button.
4. Select the radio button to the left of the course you want to copy from and click the **Add Selected** button.

arrow 3 points to radio checker for copy components from another org unit
arrow 4 points to search for offering button arrow 5 points to search button
arrow 6 points to add selected button

1. Once the pop-up closes and the **Import/Export/Copy Components** page refreshes to include the **Course to Copy** you have selected, select either the **Copy All Components** if you want everything of the course to be copied or **Select Components** if you want to copy only select components.
   1. If you select **Select components:** in the page that appears click beside the components you would like to copy and click **Continue**.
   2. On the **Confirm Components to Copy**, select **Finish**. (If you want your start, due and end dates to be offset to match the current term’s dates, you can select the Offset all dates of copied components and select the Days before selecting **Finish**.)



1. A progress bar will appear to show the copying process.