

Overview: eLC allows instructors to copy content between courses. This makes it easier to reuse content in different courses and semesters.

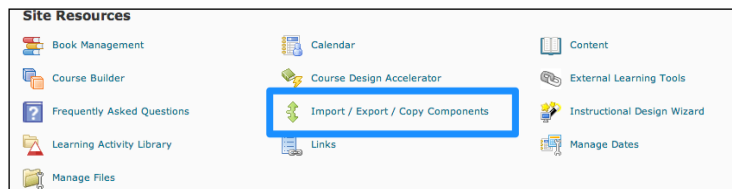
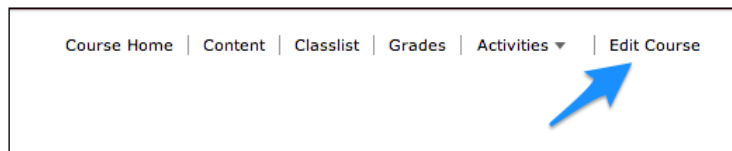
How to Access: Go to Edit Course in the course to which you want to copy content. Then click Import/Export/Copy Components.

In This Cheat Sheet: How to copy content and course objects between your courses.

For more information about eLC, visit our support page at <http://wwwctl.uga.edu/elc/faculty>

Step-by-Step

1. From the top right of the course to which you wish to copy content, click Edit Course.
2. Under Site Resources, click Import/Export/Copy Components.
3. Choose Copy Components from Another Org Unit, then click Search for offering.



4. Select the course from which you want to copy content. Then, click “Copy All Components” to copy the entire course. If you want to choose certain components to copy, click “Select Components.”

5. Select the components you wish to copy. If you copy Content, you should also copy Content Display Settings and Course files in order to prevent broken links. Click Continue.

NOTE: It is not a good idea to copy Checklists due to a system bug.

6. Confirm your selections, then click Finish.

7. When the copy is finished, click View Content. Check your content, files, etc to make sure the items copied as expected.

NOTE: If you copied a navigation bar or homepage, go to Edit Course, then Navigation and Themes or Homepages to activate. You may also need to re-select custom colors in the new course.

Import/Export/Copy Components

What would you like to do?

Copy Components from Another Org Unit
Protected Resources:
 Include protected resources

Course to Copy:
EDHI9040 - CLASSROOM TECH - 13SP-40956 ✕

Parent Template of Current Offering
Protected Resources:
 Include protected resources

Export Components
Course Files: Include course files in the export package ⓘ

Import Components
Choose File | No file chosen

Copy All Components **Select Components**

Copy entire course Select certain components to copy

Select individual items to copy

Quizzes (5 item(s))
 Copy all items
 Select individual items to copy

Release Conditions
 Copy all items

Rubrics (1 item(s))
 Copy all items
 Select individual items to copy

Surveys (1 item(s))
 Copy all items
 Select individual items to copy

Widgets (5 item(s))
 Copy all items
 Select individual items to copy

Continue **Go Back** **Cancel**

Select Course Material

Confirm Components to Copy

Content
Copy all items. [Modify](#)

Content Display Settings
Copy all items. [Modify](#)

Course Files
Copy all items. [Modify](#)

Quizzes
Copy all items. [Modify](#)

Widgets
Copy all items. [Modify](#)

Finish **Go Back** **Cancel**