

Copying Components Between Course Offerings

When might someone do this?

- When an instructor has been working in a development course, and OSIRIS now recognizes the instructor and registration. This process will copy content from the development course into the official course site.
- When an instructor is teaching the same course from a previous semester. This process will copy content from the old site to the new one.
- When an instructor is teaching a different course but wants to use some of the same content from a past or concurrent course. This process can copy selected components to the new destination.

1. Log into ICON
2. Click on the title of the **destination course site** (ie, the one where you want the components to end up)
3. Click **Edit Course**
4. Click **Components**
5. Scroll down to the dropdown menu labeled **Existing Offerings**. Choose the course site that contains the components you wish to copy.

WARNING: *You will see templates in the dropdown menu. They are probably empty; ignore them. Make sure the site you choose is an actual course offering. You can use the **details from source** link to check whether your source has content.*

6. Use the checkboxes to select which components you'd like to copy. Note the "select all" box.
7. Click **copy**.
8. Click **done**.