

COPYING COMPONENTS

Reuse components, add components created by colleagues, or set up standard components in a template and copy them to new course offerings. All of this can be done by using Copy Components. This tutorial shows how to copy components into a course.

Step 1.

From the **Import/Export/Copy Components** page, we can either copy components from another org unit or copy components from a parent template. In this example, we will copy components from another org unit into our course.

Step 2.

Click **Search for offering**, enter the name of the course offering you want to copy components from and click the search icon.

Step 3.

Select the course offering you want to copy from and click **Add Selected**. Click **Copy All Components**. Note: You can delete any content you do not want to include your course after the copy is complete.

Step 4.

The status bar notifies you that the copy is in progress. When the copy is completed, you can either copy another package or choose to view the content. In this example, we will view the content.

Step 5.

The newly copied components display in **Content**.

Use components to reuse, add course components created by colleagues, or set up standard components in a template and copy them to new course offerings.

If you still require assistance on the matter, CITL offers support for your online course issues. Please contact our Support Centre at <https://citl.mun.ca/support/>