**Import Course Components from Other Courses**

This How-To will outline the steps needed to import course components from other Carmen courses.

1. Select **Edit Course** from the navigation bar.

2. Select **Import/Export/Copy Components**.

3. Select **Copy Components from another Org Unit** and **Search for offering**.

4. In the pop up window, search for the course you would like to copy.
5. Select the course you would like to copy and select **Add Selected**

6. At the bottom of the page, select **Copy All Components** to copy an exact replica from the chosen course or **Select Components** to only choose certain elements to copy.

7. Optional: If **Select Components** is selected, select the checkboxes next to the components you would like to copy; you can also Select All Components to copy all components. Note: If you have documents linked in your course content, check Content AND Course Files so that these links remain intact.

8. Select **Continue**.
9. Select **Finish**.

![Confirm Components to Copy](image)

10. Your selected course materials have now been copied.