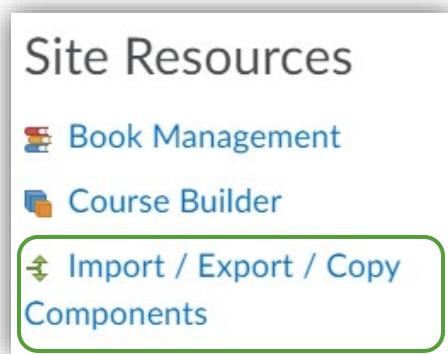


# How to Copy Content into GoVIEW Course Offerings

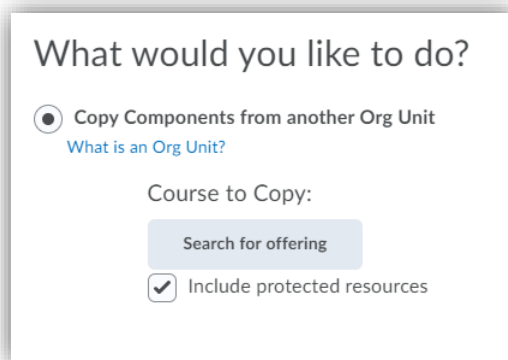
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**GoVIEW allows instructors to copy content from one course offering into another course offering that they have instructor rights in.**

- Click the course offering name of the course to copy content into.
- From the course Navbar, click Design.
- From the Design drop down list, click Course Admin.
- Under Site Resources, click Import / Export / Copy Components.



- Under the What would you like to do? options, keep the default—Copy Components from Another Org Unit—selected, along with Included protected resources if you choose to copy those as well, if there were any.



- Under Course to Copy, click Search for offering.
- A popup window will open.
- Type the course information for the course you wish to copy from in the Search For field and click the magnifying glass. (Name, SUBJ ####, or CRN and, optionally, semester)

- From the Select Offering dropdown option, scroll and click on the radio button next to the course offering to copy components from.
- Click Add Selected.
- The page will refresh and give you the option to Choose Components to Copy. Follow the steps for either of the two following options.
  - A. Click the Copy All Components button if you wish to copy the complete course offering.
  - B. Click the Select Components button to proceed to an area to mark the individual checkmarks next to the specific components to copy if you only want certain items and click Continue. Offset dates if necessary, then click Finish.
- As the course components are queued to be copied, you will see a processing bar. Once the components are copied, you will see a Copy Completed notice with the day and time.
- To see the added content, click the View Content button or click Course Home on your NavBar.