How to Copy Content Items from One Course to Another
A DEITutorial adapted from ANGEL® 7.3 Instructor Reference Guide

You can copy individual content items from one course to another. You need to have Course Editor rights in both courses to have access to the content. This procedure only copies items found in Lessons.

If you need to copy an entire course, which would include Announcements, Calendar items, Gradebook, and so forth, then you need to use a different option, such as importing from a Master Course by using Copy Course, or importing from an Archive.

1. In the course where you want to place the content, go to Lessons and the location to where the content is to be copied. In this example, you will copy the Module 1 Folder and all its contents from one course to another.

2. Click Add Content.

3. Select Import from a Course or Group.
4. Select the course (from which the content items will be taken) from the drop-down list on the next screen, and then click **Browse**.

All of the content items in the course will appear. Clicking the link on any folder will also expand its contents and allow you to choose individual items within that folder.

For example, clicking on the **Module 1** link above will expand that folder to reveal its contents. Clicking the box next to any item will select it to be copied. You can select more than one item.

**While you can click on individual items within a folder and only copy those, you cannot choose individual items within one folder and then also copy another folder in its entirety at the same time. You can only copy items at the same level at one time.**
5. Here you will copy Modules 1, 2, and 3 by clicking the box next to each one. Click **Copy Items** to continue.

6. After all items have been copied, the following screen appears to show that the process was successful. In this example, the screen states that 20 items have been copied (**Imported**). This refers to all of the content items contained within the folders. Click **Done** to return to the Lessons section, or click **Continue** to return to the **Import Menu** screen and import more items if necessary.

Note that there are some additional options that can be checked for Quizzes and Assessments.
7. The folders have now been added:

![Lessons]

8. Apply any **Settings** needed to content items so that they apply to this course.

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**You can also export content items from one course to another course by selecting **Export Item** from the **Utilities** link of any content item. However, while this would allow you to export an entire folder and all its contents in one step, you can only EXPORT one content item at a time (that is, one folder OR any of its individual contents). Using the above procedure allows you to COPY as many items as needed at one time.**

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**You can also copy items from a LOR by using a similar procedure, except you would select **Import from Learning Object Repository**.**