This tutorial will demonstrate how to copy an existing shell into a new shell.

**IMPORTANT** – uiuLearn course copying does not overwrite any information. It appends the data. So, be sure to check your course before you copy to ensure you will not duplicate anything. There is another tutorial available with instructions on how to completely clear out your course if you are starting from scratch.

**STEP 1**> Access the course shell for the upcoming course you will teach.

**STEP 2**> Click “More Tools” in the upper right corner; then select “Course Admin” from the dropdown menu.

**STEP 3**> Click “Import/Export/Copy Components”.

![Course Admin Tools](image_url)
On the next screen, ensure “Copy Components from another Org Unit” is selected, then click “Search for offering” which will bring up a search window.
STEP 5  To select the course offering you wish to copy from, you can type the course info into the search box, then click the magnifying glass to search. Once you have identified the course you wish to copy, select its radio button, and click “Add Selected.”
STEP 6> This will populate the Course to Copy into the appropriate location (please confirm your course selection at this time); then click “Select Components” or “Copy All Components.”

IMPORTANT – If you are teaching a general education or face-to-face course, you will want to choose ‘Select Components’ and exclude ‘Attendance’, Gen Ed ‘Rubrics’, and the Gen Ed Task ‘Assignment’ to ensure you do not put duplicate attendance registers, assessment rubrics or Gen Ed Tasks in a course!
STEP 7> If selecting individual components, proceed to click checkboxes and/or radio buttons next to the items you want to copy.

Click the small + icon to expand selections and pick specific items.
STEP 8> After you complete your selections, the copy process will begin. A progress bar will appear until the process is complete. Do not attempt any other actions in uiuLearn until the copy process is complete.

STEP 9> When the copy process is complete, you will see a “Copy Completed” message with timestamp and green checkmark. You can click on the checkmark area to see a detailed history of what you copied.

You should then click “View Content” to ensure all items were copied successfully.

STEP 10> Once you have verified the content, your copy is complete!