

# 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.

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.