Copying Course Components
The Import/Export/Copy feature in D2L allow you to copy course components (content, quizzes, assignments, discussions, grades, etc.) from one course to another. Copying components, whether copying the entire course or select course components, saves you from having to recreate your course's resources and can significantly reduce the amount of work required to create or re-offer a course. When copying courses in D2L, you will be working with two courses:

**Course A** (course you want to duplicate)

**Course B** (course to receive content from Course A)

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Video Tutorials

- Copy Components
- Import Components

Copy Entire Course

The Import/Export/Copy feature will allow users to copy the materials from one course into another. To copy an entire course into another course shell, first make sure that Course B, the course that will receive the copied content is completely empty. Follow the directions to delete the pre-existing 16-week template structure and then copy the entirety of Course A, course you want to duplicate.

If you are not comfortable with these instructions, you can use the IT HelpDesk to submit a Course Copy Request

Delete Pre-Existing Template Structure

Before copying one course into another, delete the pre-existing template structure in Course B (the course that will receive content) so that it is empty.

1. From Course B (the course that will receive content from Course A) go to Content from the navigation bar or Course Content from the right-hand widget.

2. Click on the words Table of Contents from the left hand menu.
3. Click the drop down arrow next to **Table of Contents** in the top middle of the screen. Then select **Delete All Modules**.

4. Choose the second option: “Permanently delete all modules, topics, and all associated files and activities from the course.” Then click **Delete**.

5. The course table of contents will now be empty.
Copy an Entire Course

To copy all components of Course A into Course B, be sure you start in **Course B** (now empty).

1. From within Course B, click **Course Admin** from the navigation bar. Select the **Import/Export/Copy Components** option.

2. Keep the first (default) option, **Copy Components from another Org Unit**, selected and click **Search for offering**.

3. Type in the **title or CRN** of the course you want to copy. Hit **ENTER** or click the magnifying class icon.
4. Select the appropriate course by clicking the bubble to the left of the course title. The Semester column will show when the specific course was taught.
5. Click **Add Selected**.

![Course Selection Table]

6. Under **Course to Copy** you can see the title of the course you selected.
7. At the bottom of the screen, choose to **Copy all Components**

![Import/Export/Copy Components]

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8. Note: If some or all elements have been copied from the Course to Copy before, a prompt will appear to verify that you want to copy from this course again. To continue, select **Yes**.

9. The screen will show **Copying in progress** and then **Copying Completed**.

10. Click **View Content** to view the copied components.
Copy Parts of a Course

To copy select components (content, quizzes, grade items, etc.) from Course A into Course B (the course that will receive components), be sure you start in the Course B shell. Note: If you choose to copy only select components, some pieces may not copy over correctly. It is recommended to copy an entire course when possible and then delete or modify components as needed. It is important to note that some course components such as Intelligent Agents will be inactive when copied to a new course. IAs will copy over intact, but will need to be activated.

1. From within Course B, click Course Admin from the navigation bar. Select the Import/Export/Copy Components option.

   ![Course Admin Option]

2. Keep the first (default) option, Copy Components from another Org Unit, selected and click Search for offering.

   ![Search for offering]

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3. Type in the **title or CRN** of the course you want to copy. Hit **ENTER** or click the magnifying class icon.

4. Select the appropriate course by clicking the bubble to the left of the course title. The Semester column will show when the specific course was taught.

5. Click **Add Selected**.

6. Under **Course to Copy** you can see the title of the course you selected.

7. At the bottom of the screen, choose to **Select Components**.
8. Note: If some or all elements have been copied from the Course to Copy before, a prompt will appear to verify that you want to copy from this course again. To continue, select Yes.

9. On the next screen, select the course materials you would like to copy. You can Copy all items in a category (all of content, for example) or you can copy individual items within a category (for example just one specific module in content) by clicking Select individual items to copy option.

10. After selecting the components to copy, click Continue.
11. If you selected the **Select individual items to copy** option, the next screen will prompt you to select the specific items you wish to copy with the check boxes to the left of the items. Expand sections by clicking the “+” to the left of the topics.

12. Click **Continue**.

![Select Content Modules and Topics to Copy](image)

13. Optional: Select the **Offset all dates of copied components** check box and specify the days and hours that the dates should be offset by or calculate the range between two dates.

14. Click **Finish**.

![Confirm Components to Copy](image)
15. The screen will show **Copying in progress** and then **Copying Completed**.