



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](#)

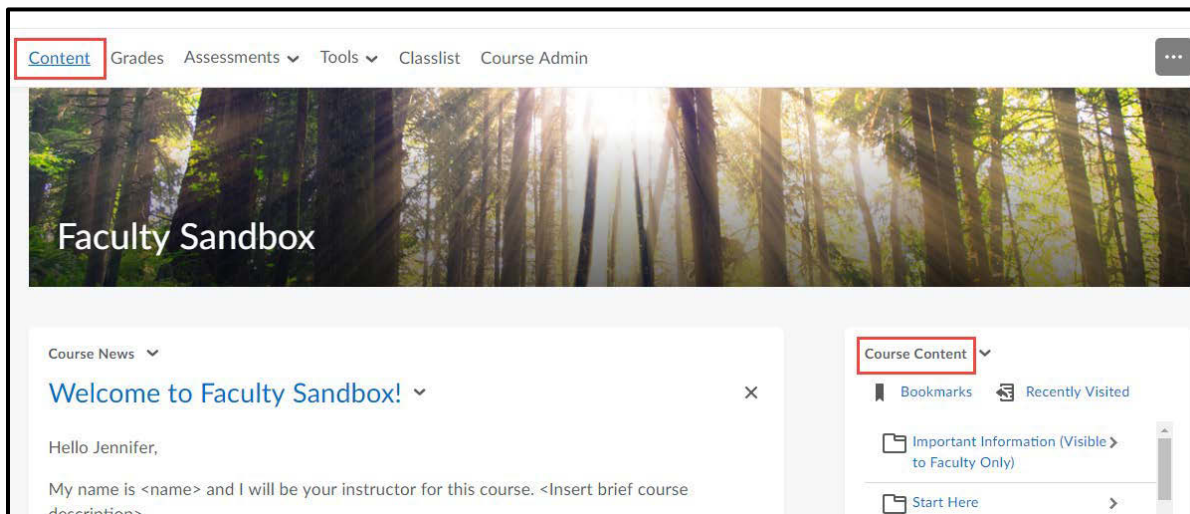
Copy Entire Course

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.

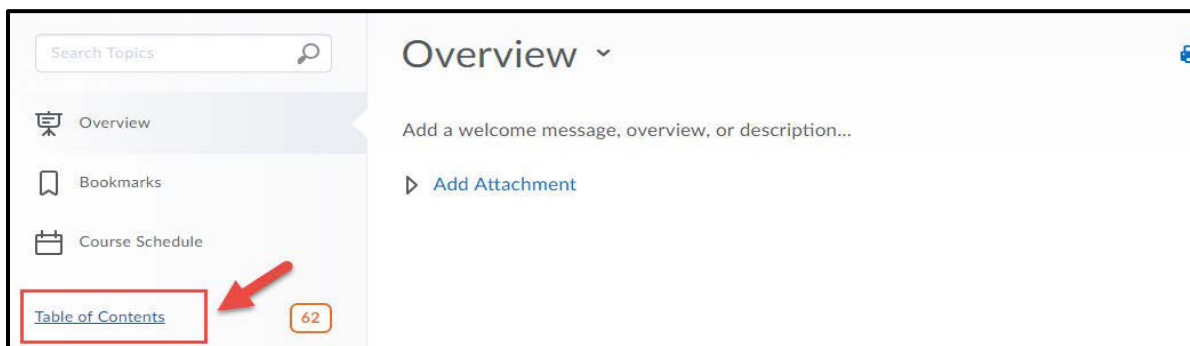
Delete Pre-Existing Template Structure

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.

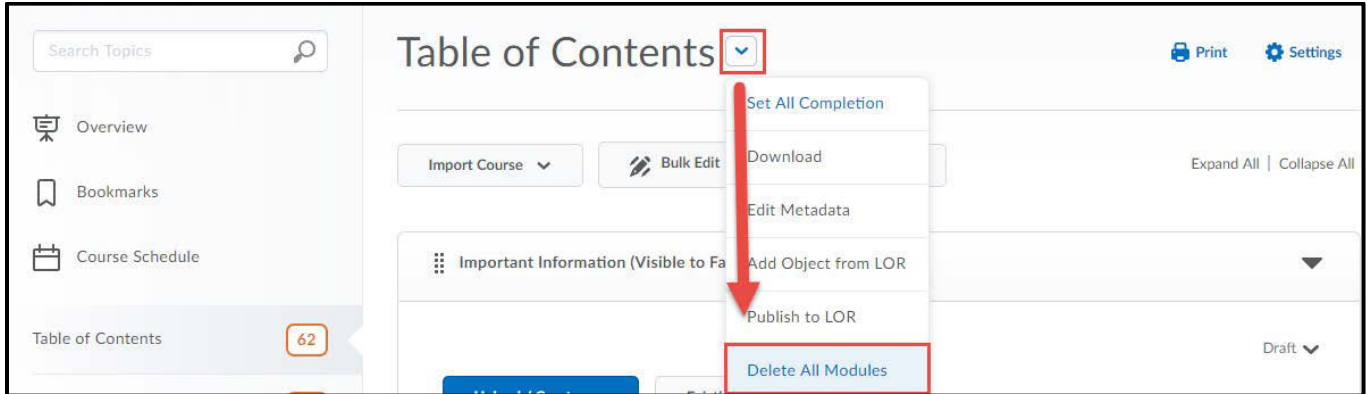
1. From Course B (the course that will receive content from Course A) go to **Content** from the navigation bar or **Course Content** from the right-hand widget.



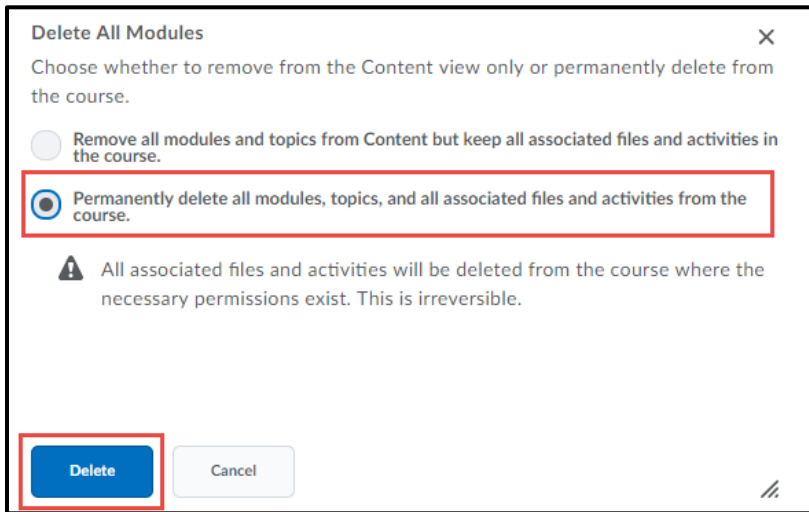
2. Click on the words **Table of Contents** from the left hand menu.



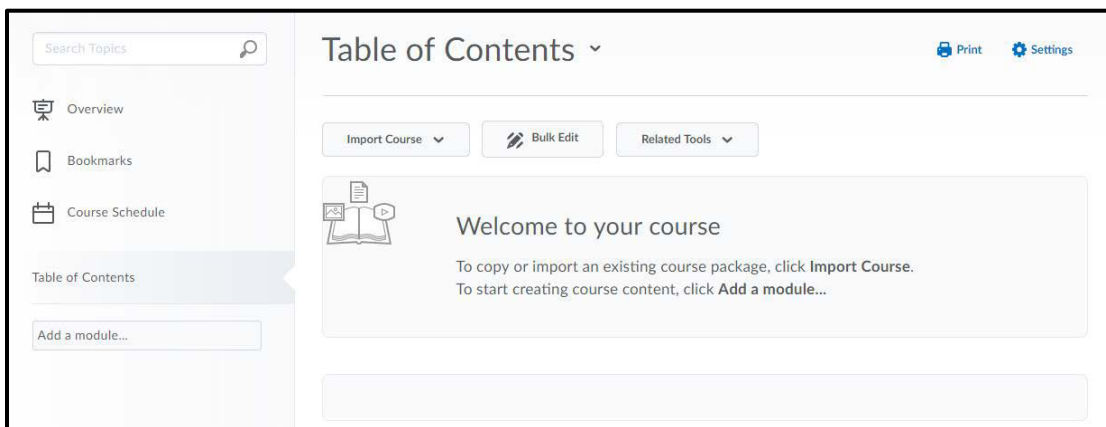
3. Click the drop down arrow next to **Table of Contents** in the top middle of the screen. Then select **Delete All Modules**.



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



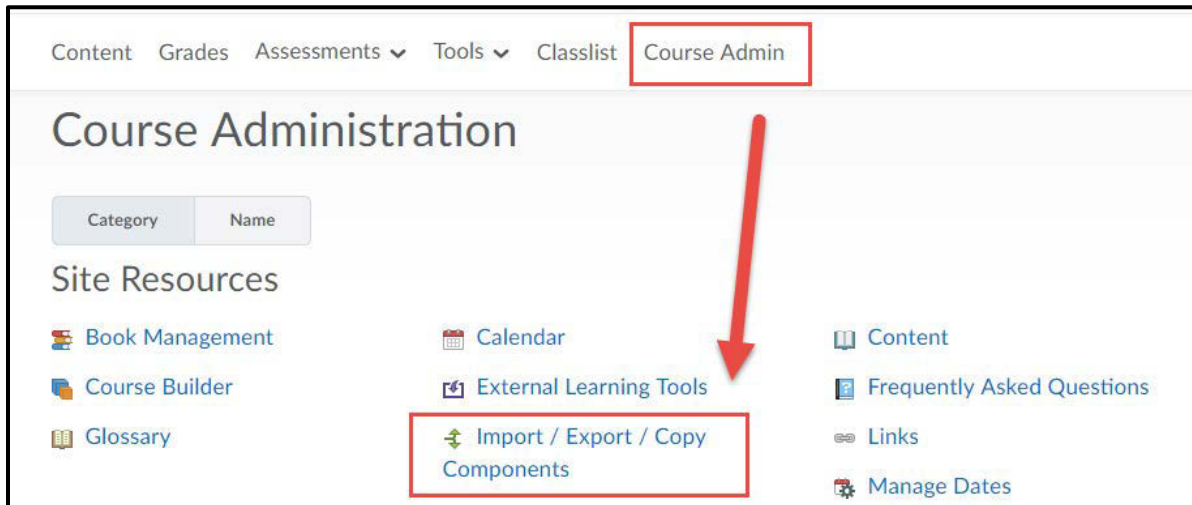
5. The course table of contents will now be empty.



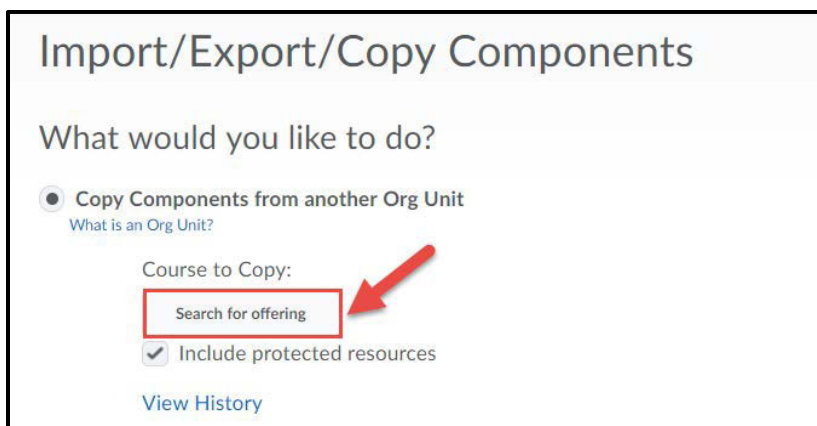
Copy an Entire Course

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

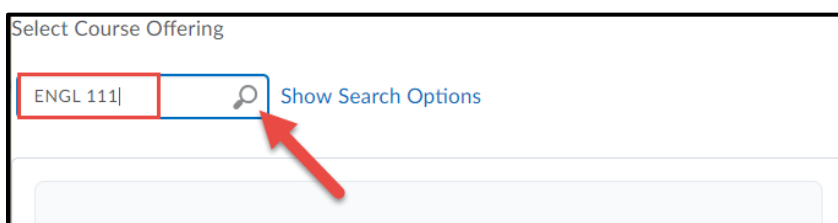
1. From within Course B, click **Course Admin** from the navigation bar. Select the **Import/Export/Copy Components** option.



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 glass 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**.

	Offering Code ▲	Offering Name	Department	Semester
<input checked="" type="radio"/>	LLMC_ENGL111_012_020_201602 MGR	ENGL111-012-20162 and 020-21039 English Composition-GTCO1 Merged	Languages, Literature & Mass Communication	Fall 2016
<input type="radio"/>	LLMC_ENGL111_012_020_201602 MGR	ENGL111-012-20162 and 020-21039 English Composition-GTCO1 Merged	Languages, Literature & Mass Communication	Fall 2016

Add Selected Close

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

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:
EDUC215-002-22595 Teaching as a Profession X

Include protected resources

[View History](#)

Copy Components from Parent Template
What is a Parent Template?

Include protected resources

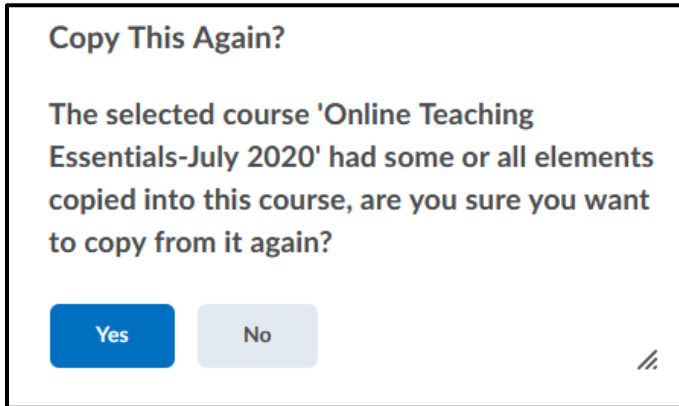
Export as Brightspace Package
Should I include course files?

Include course files in the export package

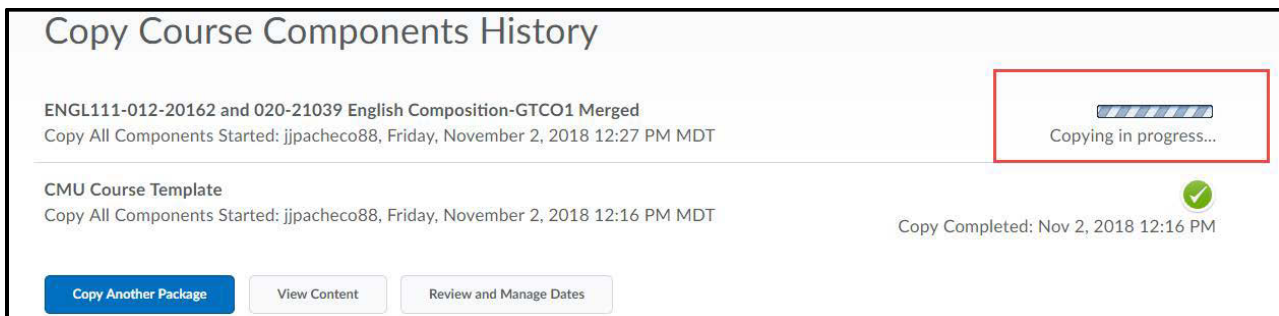
Import Components

Copy All Components Select Components

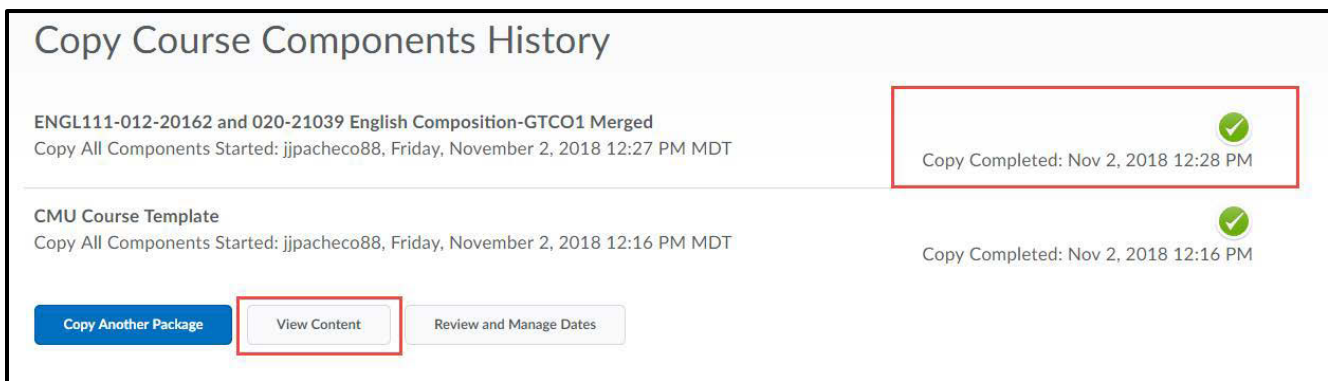
8. Note: If some or all elements have been copied from the Course to Copy before, a prompt will appear to verify that you want to copy from this course again. To continue, select **Yes**.



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



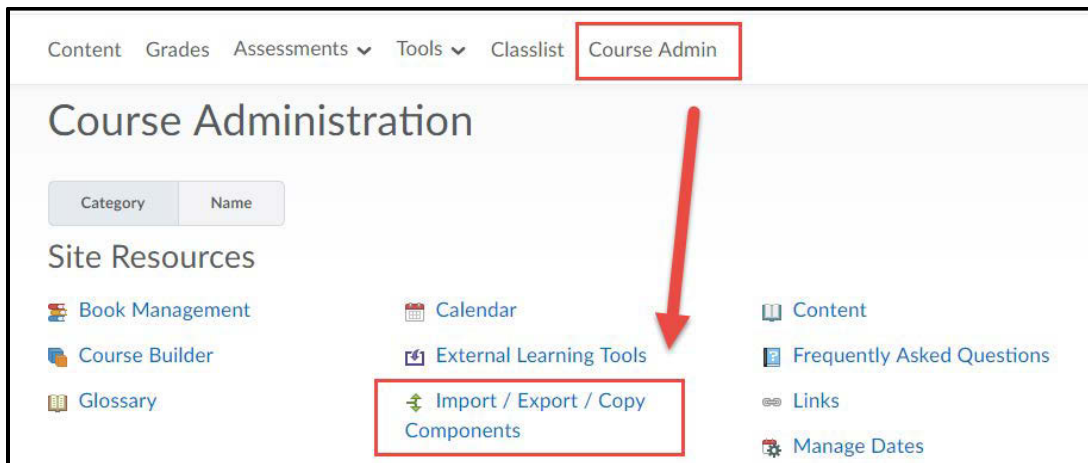
10. Click **View Content** to view the copied components.



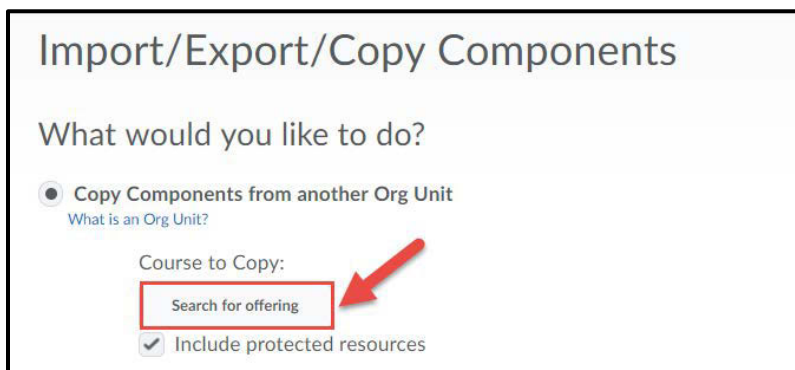
Copy Parts of a Course

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.





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 glass icon.

Select Course Offering

ENGL 111|  Show Search Options



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**.

	Offering Code ▲	Offering Name	Department	Semester
<input checked="" type="radio"/>	LLMC_ENGL111_012_020_201602 MGR	ENGL111-012-20162 and 020-21039 English Composition-GTCO1 Merged	Languages, Literature & Mass Communication	Fall 2016
<input type="radio"/>	LLMC_ENGL111_012_020_201602 MGR	ENGL111-012-20162 and 020-21039 English Composition-GTCO1 Merged	Languages, Literature & Mass Communication	Fall 2016

Add Selected Close

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**

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
[What is an Org Unit?](#)

Course to Copy:
EDUC215-002-22595 Teaching as a Profession X

Include protected resources

[View History](#)

Copy Components from Parent Template
[What is a Parent Template?](#)

Include protected resources

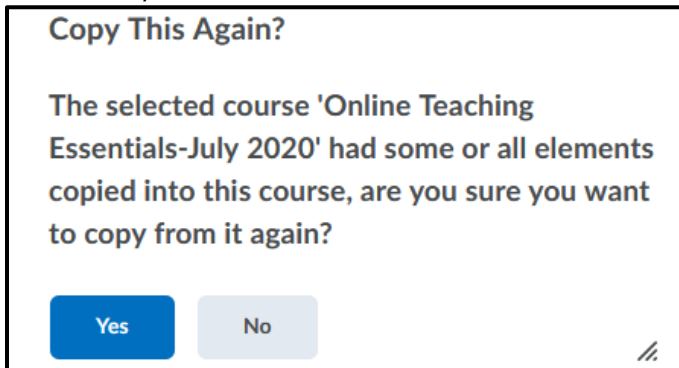
Export as Brightspace Package
[Should I include course files?](#)

Include course files in the export package

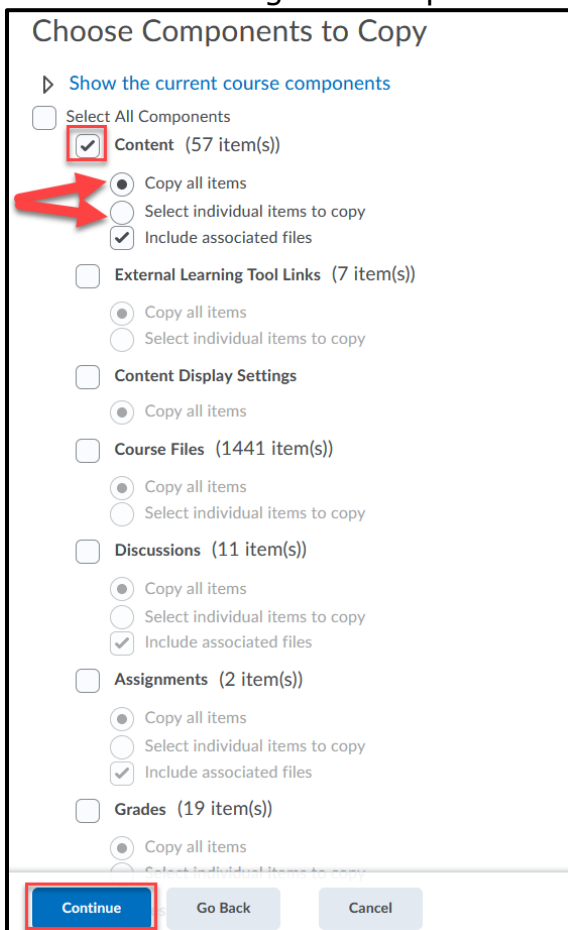
Import Components

Copy All Components **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

Select All
[Expand All](#) [Collapse All](#)

Important Information (Visible to Faculty Only)

- Module 1---Applying to the Center for Teacher Education at CMU
 - CMU Center for Teacher Education Website
 - Letters for Teachers
 - Module 1 Discussion
- Module 2---Teachers and the Teaching Profession
- Module 3---Student Similarities and Differences
- Module 4---Schools
- Module 5---Curriculum, Assessment, and Accountability
- Module 6---The Science, Art, and Service of Teaching
- Module 7---Creating and Maintaining a Positive and Productive Learning Environment
- Module 8---Finals Week
- Start Here

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

Content
3 of 57 item(s) selected to copy. [Modify](#)

Offset Dates

Offset all dates of copied components



Offset by direction and range

Days	Hours
Direction	Direction
Range	Range
<input type="text" value="Forward"/>	<input type="text" value="Forward"/>
<input type="text"/>	<input type="text"/>

Calculate range between two dates

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

Copy Course Components History

ENGL111-012-20162 and 020-21039 English Composition-GTCO1 Merged Copy All Components Started: jjpacheco88, Friday, November 2, 2018 12:27 PM MDT	 Copying in progress...
CMU Course Template Copy All Components Started: jjpacheco88, Friday, November 2, 2018 12:16 PM MDT	 Copy Completed: Nov 2, 2018 12:16 PM

[Copy Another Package](#) [View Content](#) [Review and Manage Dates](#)