Copy an Existing Course

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 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

Delete Pre-Existing Template Structure

The first step will be to 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**.

![Table of Contents](image1)

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

![Delete All Modules](image2)

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

![Course Table of Contents](image3)
Copy an Existing Course

Be sure you start in the Course B shell (now empty) for this step. You can copy all of Course A into Course B (recommended), or select individual components to copy.

1. 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**.

<table>
<thead>
<tr>
<th>Offering Code</th>
<th>Offering Name</th>
<th>Department</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLMC_ENGL111_012_020_201602 MGR</td>
<td>ENGL111-012-20162 and 020-21039 English Composition-GTCO1 Merged</td>
<td>Languages, Literature &amp; Mass Communication</td>
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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** (recommended) or **Select Components**. Note: If you choose to select components, some pieces may not copy over correctly. It is better to copy everything and then delete or modify components as needed.
8. The screen will show **Copying in progress** and then **Copying Completed**.

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