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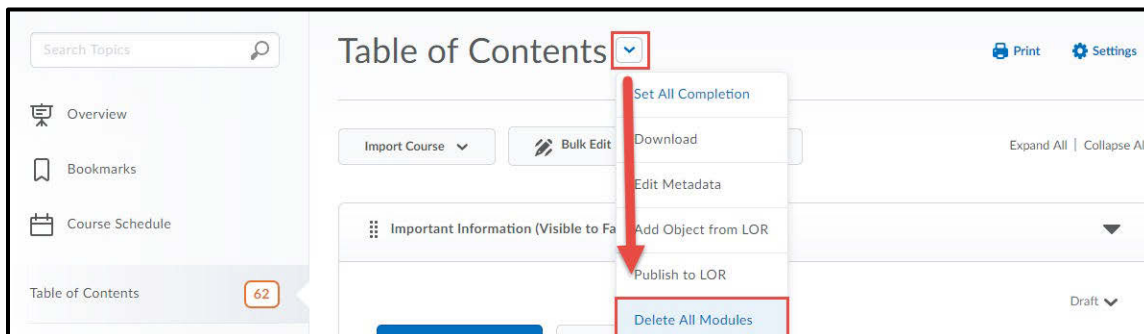
1. From Course B (the course that will receive content from Course A) go to **Content** from the navigation bar or **Course Content** from the right-hand widget.
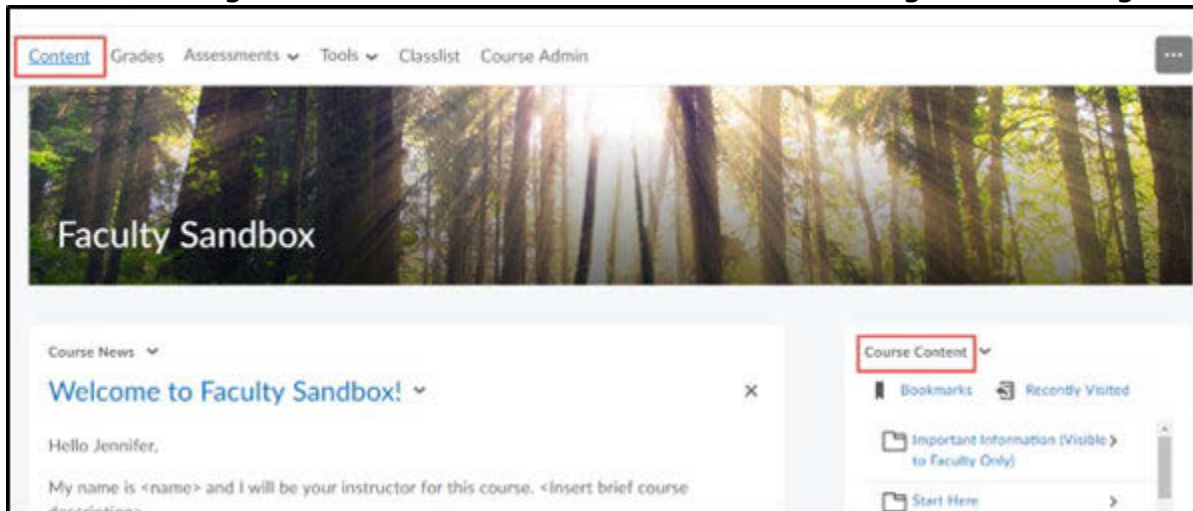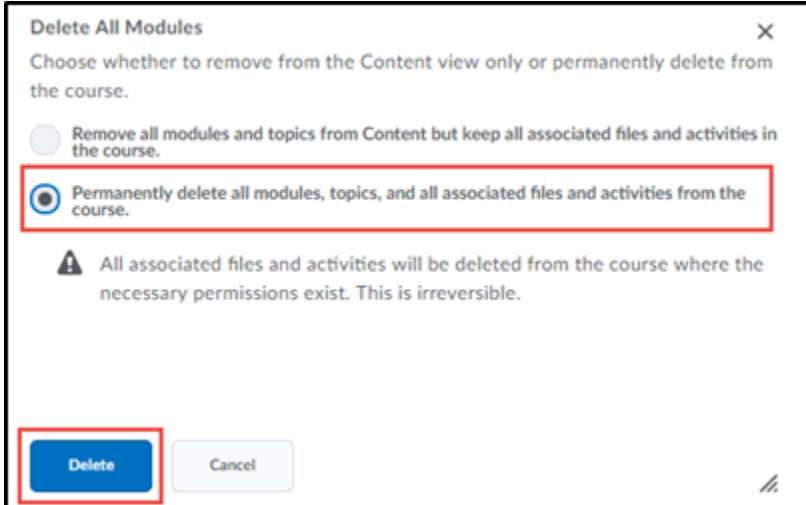

2. Click on the words **Table of Contents** from the left hand menu.
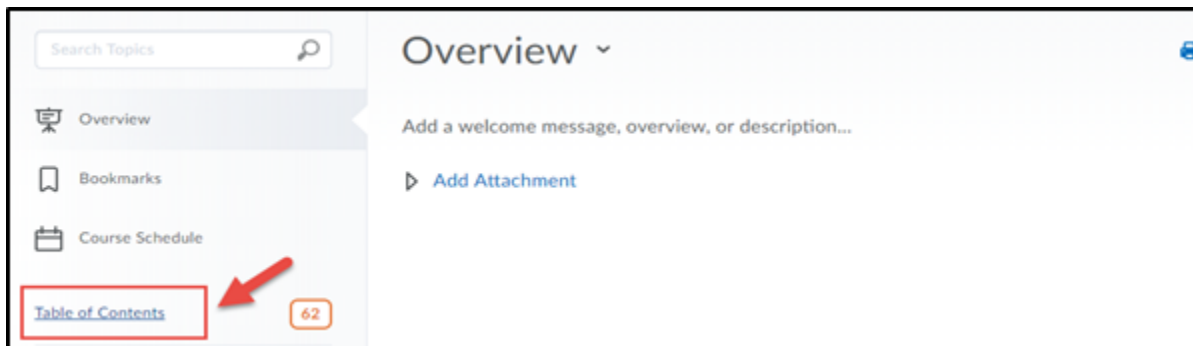
3. Click the drop-down arrow next to **Table of Contents** in the top middle of the screen. Then select **Delete All Modules**.
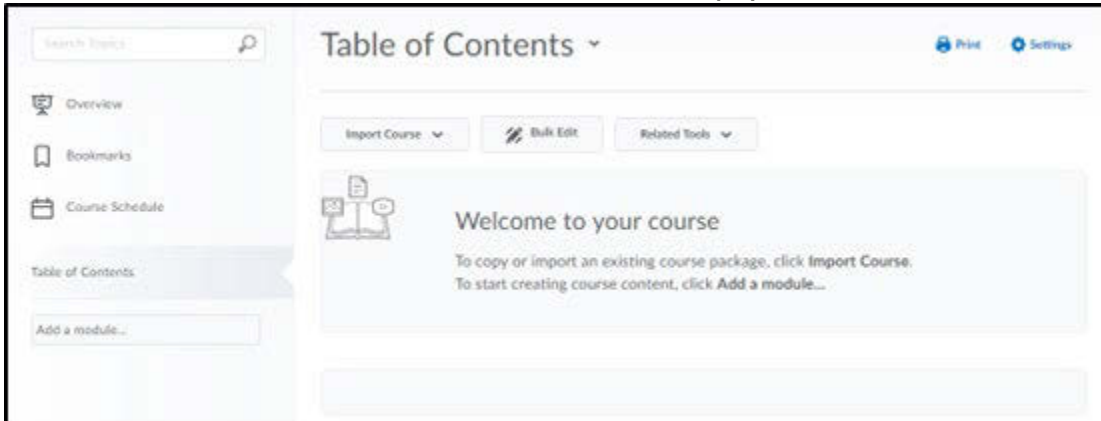
4. Choose the second option: "Permanently delete all modules, topics, and all associated files and activities from the course." Then click **Delete**.

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**.

	Offering Code ▲	Offering Name	Department	Semester
⦿	LLMC_ENGL111_012_020_201602 MGR	ENGL111-012-20162 and 020-21039 English Composition-GTCO1 Merged	Languages, Literature & Mass Communication	Fall 2016
◯	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 ✕
  ☑ 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**.

Copy This Again?

The selected course 'Online Teaching Essentials-July 2020' had some or all elements copied into this course, are you sure you want to copy from it again?

Yes   No

9. 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

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

Copy Course Components History
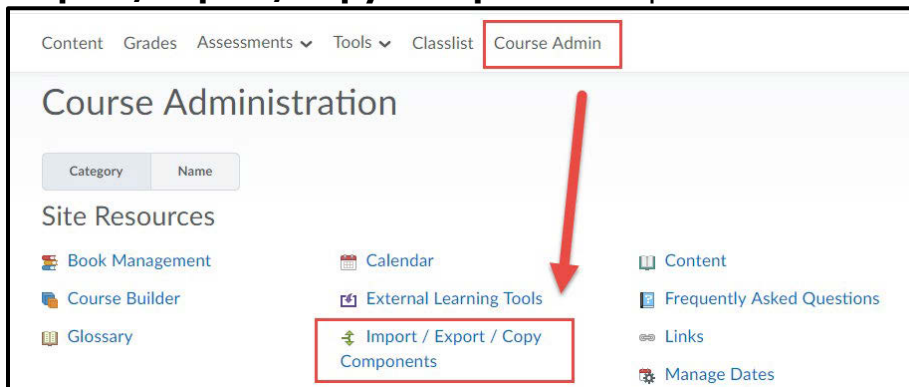
ENGL111-012-20162 and 020-21039 English Composition-GTCO1 Merged
Copy All Components Started: jjpacheco88, Friday, November 2, 2018 12:27 PM MDT
Copy Completed: Nov 2, 2018 12:28 PM

CMU Course Template
Copy All Components Started: jjpacheco88, Friday, November 2, 2018 12:16 PM MDT
Copy Completed: Nov 2, 2018 12:16 PM

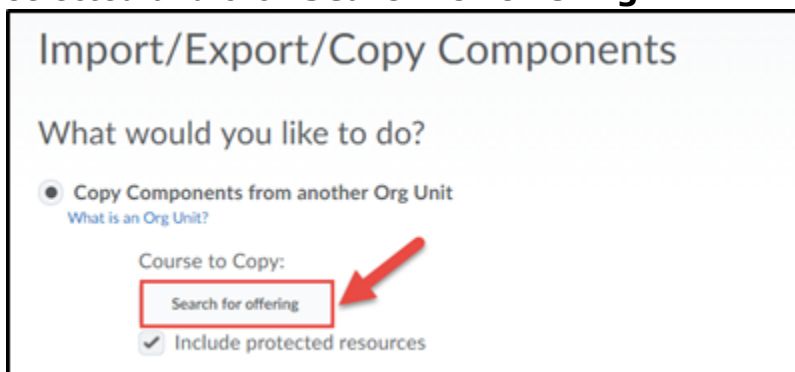Copy Another Package   View Content   Review and Manage Dates

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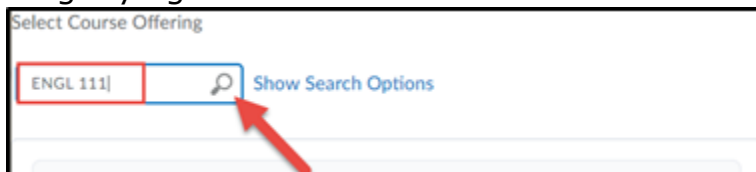
1. From within Course B, click **Course Admin** from the navigation bar. Select the **Import/Export/Copy Components** option.

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 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**.

	Offering Code ▲	Offering Name	Department	Semester
⦿	LLMC_ENGL111_012_020_201602 MGR	ENGL111-012-20162 and 020-21039 English Composition-GTCO1 Merged	Languages, Literature & Mass Communication	Fall 2016
○	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 ✕
☑ 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**.

> **Copy This Again?**
>
> The selected course 'Online Teaching Essentials-July 2020' had some or all elements copied into this course, are you sure you want to copy from it again?
>
> **Yes**   No

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**.

> **Choose Components to Copy**
>
> ▷ Show the current course components
>
> ☐ Select All Components
> ☑ **Content** (57 item(s))
>   ◉ Copy all items
>   ○ Select individual items to copy
>   ☑ Include associated files
> ☐ **External Learning Tool Links** (7 item(s))
>   ◉ Copy all items
>   ○ Select individual items to copy
> ☐ **Content Display Settings**
>   ◉ Copy all items
> ☐ **Course Files** (1441 item(s))
>   ◉ Copy all items
>   ○ Select individual items to copy
> ☐ **Discussions** (11 item(s))
>   ◉ Copy all items
>   ○ Select individual items to copy
>   ☑ Include associated files
> ☐ **Assignments** (2 item(s))
>   ◉ Copy all items
>   ○ Select individual items to copy
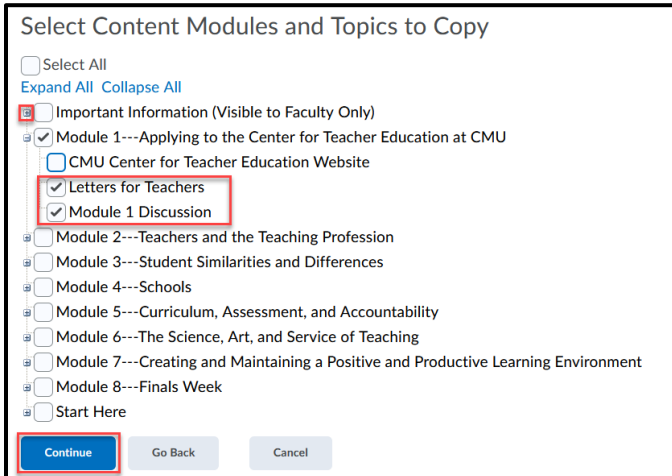>   ☑ Include associated files
> ☐ **Grades** (19 item(s))
>   ◉ Copy all items
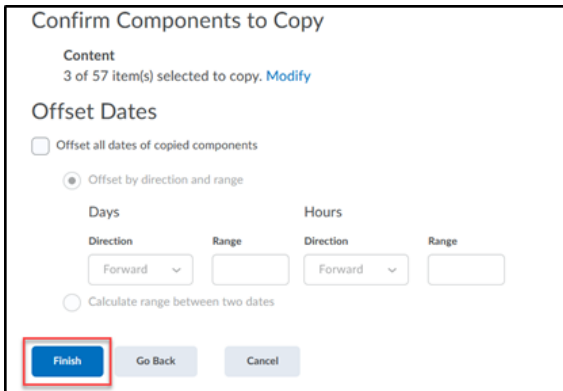>
> **Continue**   Go Back   Cancel

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**.

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**.

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