

Copy Course Components Between D2L Brightspace Courses

Course Administration

Category Name

Site Setup

- Course Offering Information
- Homepages
- Widgets

Site Resources

- Book Management
- Calendar
- External Learning Tools
- Import / Export / Copy Components
- Manage Files
- Comments
- Frequently Asked Questions
- Links

1

Access the course in D2L Brightspace that you want to copy materials into (*this would be new course section*) then click on **Course Admin >> Import / Export / Copy 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:

Search for offering

Include protected resources

Copy Components from Parent Template
What is a Parent Template?

Include protected resources

Export Components
Should I include course files?

Include course files in the export package

Import Components

Select a component source:

from Learning Object Repository

from a course package

Copy All Components **Select Components**

2

Select **Copy Components from another Org Unit** then click the **Search for offering** button

- YTD Reference**
- 20175 – Spring 2017
 - 20173 – Fall 2016
 - 20171 – Summer 2016
 - 20165 – Spring 2016
 - 20163 – Fall 2015
 - 20161 – Summer 2015
 - 20155 – Spring 2015
 - 20153 – Fall 2014
 - 20151 – Summer 2014

Select Course Offering - Mozilla Firefox

https://southcentral.lims.mnscu.edu/d2l/common/popup/popup.d2l...=ou%3D601

Select Course Offering

Search For: **Search** Show Search Options

Offering Code	Offering Name	Department	Semester
<input type="radio"/> 20165001600	OTEC 1001-01 Computer Software for College	Office Technology	20165 - Spring 2016
<input type="radio"/> 20165001602	TEC 1001-03 Computer Software for College	Office Technology	20165 - Spring 2016
<input type="radio"/> 20165001609	TEC 2855-01 Internship	Office Technology	20165 - Spring 2016
<input type="radio"/> 20165001611			
<input type="radio"/> 20165001615			
<input type="radio"/> 20165001620			
<input type="radio"/> 20171000045			
<input checked="" type="radio"/> 20173000267			
<input type="radio"/> 20175001454			

Add Selected **Close**

3

Click the **search** button to see all courses you have instructor access to. (If you know the course ID number you can type that in and then click the **search** button.) Select the course you want to copy from and click the **Add Selected** button

Import/Export/Copy Components

What would you like to do?

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

Course to Copy:

OTEC 1001-03 Computer Software for College

Include protected resources

View History

Copy Components from Parent Template
What is a Parent Template?

Include protected resources

Export Components
Should I include course files?

Include course files in the export package

Import Components

Select a component source:

from Learning Object Repository

from a course package

Copy All Components **Select Components**

4

Now that you have a course selected to copy, click the **Select Components** button to select the items to copy into the current course

Choose Components to Copy

- > Show the current course components
- Select All Components
 - Content (224 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
 - Content Display Settings
 - Copy all items
 - Course Files (6017 item(s))
 - Copy all items
 - Select individual items to copy
 - Discussions (14 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
 - Assignments (4 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
 - Grades (31 item(s))
 - Copy all items
 - Select individual items to copy
 - Grades Settings
 - Copy all items
 - Groups (6 item(s))
 - Copy all items
 - Select individual items to copy
 - Announcements (14 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
 - Question Library (2617 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
 - Quizzes (19 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
 - Release Conditions
 - Copy all items
 - Surveys (1 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files

5

Select all the items you want to copy into the course. Always deselect the **Groups** Component to prevent copying past course groups forward into the current course. Click the **Continue** button

Select Course Material

Confirm Components to Copy

- Content**
Copy all items. [Modify](#)
- Content Display Settings**
Copy all items. [Modify](#)
- Course Files**
Copy all items. [Modify](#)
- Discussions**
Copy all items. [Modify](#)
- Assignments**
Copy all items. [Modify](#)
- Grades Items/Categories**
Copy all items. [Modify](#)
- Grades Settings**
Copy all items. [Modify](#)
- Announcements**
Copy all items. [Modify](#)
- Question Libraries**
Copy all items. [Modify](#)
- Quizzes**
Copy all items. [Modify](#)
- Release Conditions**
Copy all items. [Modify](#)
- Surveys**
Copy all items. [Modify](#)

6

Confirm Components to Copy then click **Finish** button

[Continue](#) [Go Back](#) [Cancel](#)

[Finish](#) [Go Back](#) [Cancel](#)

Watch for the **Copy is complete** message complete the **Copy Components** process

7

Copy Course Components History

Faculty Resources

Copy Selected Components Started: [redacted], Tuesday, January 31, 2017 10:22 AM CST

[Copy Another Package](#) [View Content](#)

Copy Completed: Jan 31, 2017 10:22 AM