

Guidelines for Copying Course Components

Important!! - Please keep in mind that copying multiple times creates multiple copies in areas such as Content and Quizzes.

- **DO NOT Copy All Items** – Choose to copy what you plan to use in your next term course(s).

If you have resources and files that exist in your current term course that you do not plan to use again, don't copy those items into the new course. If the copy process fails, do not copy multiple times.

- **DO NOT Copy ISRS Generated Groups** – Groups generated from ISRS from old courses are useless

Note: When courses are created in D2L Brightspace from ISRS a “group” is automatically created for that course. This group contains all students enrolled in that particular course. If you have a “special group” structure outside of the ISRS generated groups, copying that structure should not be a problem.

- **Course Content Quicklinks** – If course content Quicklinks are created as Topics in the Content Manager to a Discussion or Quiz for example, those Topics are copied and the Quicklinks will be correctly converted to work in the course they are being copied to providing the resources (the Discussion or the Quiz that the Quicklink points to) is also copied into the course.
 - For example, in course A you create a Module One with a Topic created as a Quicklink to a Quiz and a Topic created as a Quicklink to a Discussion Forum. When copying this content to course B, you will need to copy the Quiz and the Discussion Forum from course A into course B as well for the links to work.

Using Quicklinks in your content may result in some issues when copying content from one course to another.

Note: Learning Central does NOT recommend or support creating or editing documents in your courses using D2L Brightspace's built in online HTML Editor. Content creation and edits should be done locally and then uploaded to D2L Brightspace

- **Release Conditions and Component Associations** – If you are copying associated components, you must copy all of the related components at the same time. Example – you want to copy a Discussion Topic that has Release Conditions based on the results of a Quiz, you need to copy all three at the same time to maintain the component associations in the new course.
- **What Copies from Grade Book** –
 - **Grade Schemes** – course specific schemes do NOT copy over from one course to another using the Copy Course Components, use the Copy option in the Schemes area of the grade book.
 - **Grade Items** – all grade items copy over.
 - **Grade Settings** – this includes display options and calculations

NOTE: The grades, student enrollments, user data, and feedback DO NOT COPY OVER