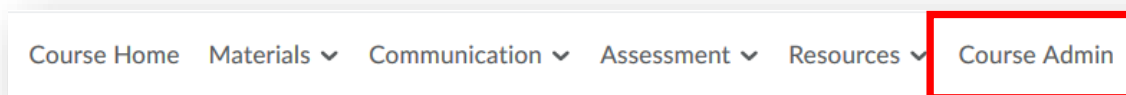




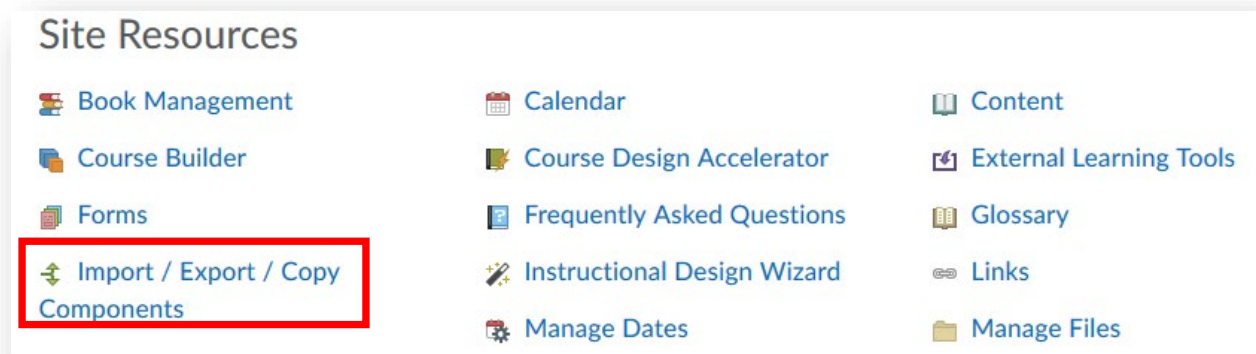
Copy Course Material Instructions

D2L Brightspace allows for instructors to copy content between courses, including, but not limited to Quizzes, Assignment folders, and Widgets. The following documentation demonstrates the process of copying course components/content from one course to another.

- Log into the course you wish to copy content into.
- Click the **“Course Admin”** link on the D2L Navigation bar



Under the “Site Resources” section, click the **“Import / Export / Copy Components”** link:





- Ensure **“Copy Components from Another Org Unit”** is selected. Also, verify and **“Include protected resources”** are checked
- Click the **“Search for offering”** button:

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

Course to Copy:

Include protected resources

- In the **“Search for Offering:”** text field, enter the course you wish to copy, click the search button, then click the radio button next to the Offering Code. If you would like to search by term, enter the year term and then the course
- Click the radio button beside the course you want to copy

Show Search Options

2 Search Results
Clear Search

	Offering Code ▲	Offering Name	Department	Semester
<input checked="" type="radio"/>	20193000213	ACCT 1406-01 Income Tax	Accounting	Fall 2018
<input type="radio"/>	20193000712	ACCT 1406-20 Income Tax	Accounting	Fall 2018



What would you like to do?

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

Course to Copy:

CUL Baking Course for Su2021 ×

Include protected resources

- Click either “Copy All Components” or “Select Components” buttons:



If you choose **Copy All Components**, the materials will begin copying to your course.
CAUTION: *This option does not allow you control over what components are copied.*

If you choose to click the **Select Components** button, a list of components will appear. You can then choose the individual components to copy and verify that the **Include Associated Files** box is checked,

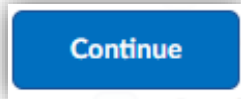
Choose Components to Copy

▸ [Show the current course components](#)

- Select All Components
 - Attendance Registers (1 item(s))
 - Copy all items
 - Select individual items to copy
 - Calendar (11 item(s))
 - Copy all items
 - Select individual items to copy
 - Checklists (1 item(s))
 - Copy all items
 - Select individual items to copy
 - Competencies (4 item(s))
 - Copy all items
 - Select individual items to copy
 - Content (164 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
 - External Learning Tool Links (15 item(s))



Then click “Continue” button:



You can then offset the dates by checking the “Offset all dates of copied components” and filling in the appropriate fields:

Offset Dates

Offset all dates of copied components

Offset by direction and range

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

Calculate range between two dates

➤ click the “Finish” button:

