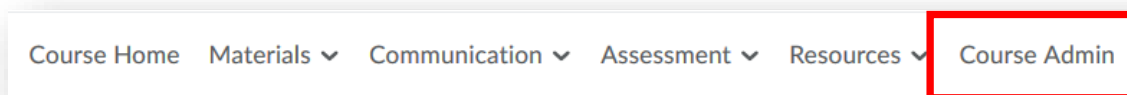




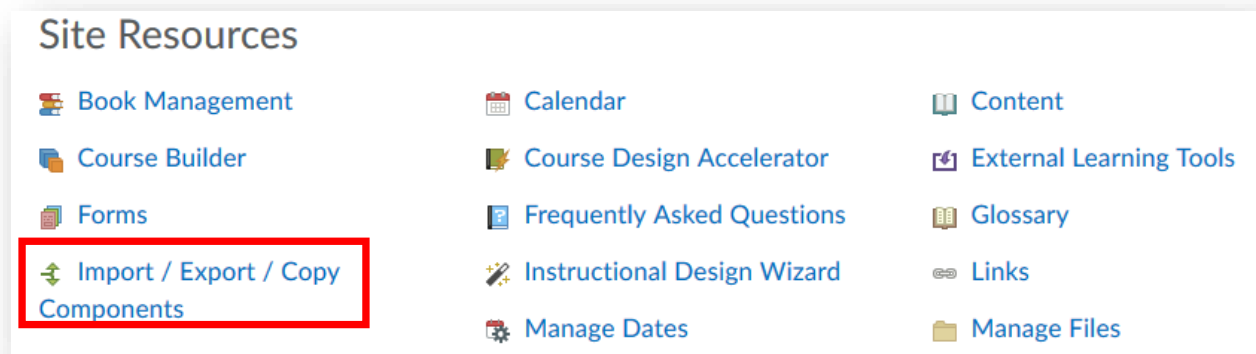
# Copy Course Material Instructions

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. Student data will not be copied.

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

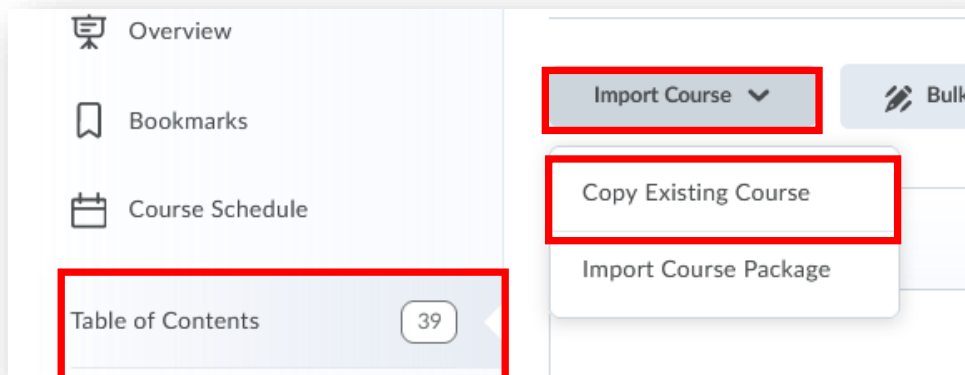


Under the “Site Resources” section, click the **“Import / Export / Copy Components”** link:

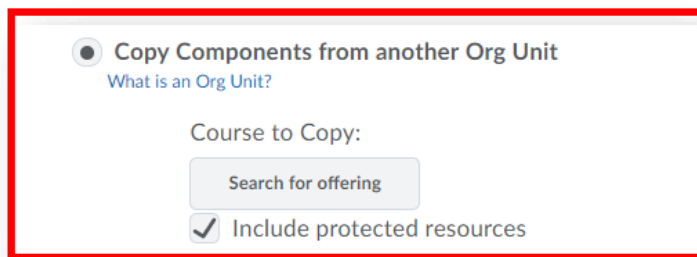




Or you can Import a course from the Content area by clicking on **“Materials”**, click the **“Table of Contents”** link, click the **“Import Course”** button, and then click **“Copy Existing Course”**:



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





- 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

20193 ACCT 1406

2 Search Results

	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

Click the “**Add Selected**” button:



- 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

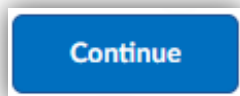
Choose Components to Copy

▶ 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:

