



Copy Course Materials- Copy All Components

Updated 7/7/23

This document shows how to copy content between D2L Brightspace courses. Course elements such as Assignments, Content, Groups, Quizzes, and Widgets can be copied over from one course to another. Student data will not be copied forward in the course.

1. Go to the course you would like to copy materials *from*
2. From your course navigation bar, select **Course Admin**:

Course Home Materials ▾ Communication ▾ Assessments ▾ Resources ▾ Course Admin ←

3. Select **Course Offering Information**:

Site Setup

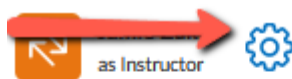
Availability Date Defaults Course Offering Information Homepages
Widgets

4. Scroll down to the **Course Offering Code** heading. Then, copy the Course Offering Code:

Course Offering Code

20xx5000004

5. Go to the course you would like to copy materials into
6. Click the Admin Tools icon in the upper righthand corner, then select **Import/Export/Copy Components**:



Organization Related

Import/Export/Copy Components



7. Select the grey **Search for offering** button. Ensure the box beside Include protected resources is checked:

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

8. Paste the **Course Offering Code** in the search box:

Select Course Offering

9. Select **Search**:

Search

10. Select the **radio button** beside your course:

	Offering Code	Offering Name	Department	Semester
<input checked="" type="radio"/>	JamieTest	JamieTestCourse	Training	(!) Perpetual


11. Click **Add Selected**:

Add Selected

12. At the bottom of the screen, select the blue **Copy All Components** button:

Copy All Components

13. The status bar will notify you once the course has successfully copied over:


Copying in progress...

Copy Completed: Jul 7, 2023 1:57 PM ✓