



Copy Course Materials – Import One Component

Updated 7/10/23

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. In this example, we will demonstrate how to copy Quizzes from one course into 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**:

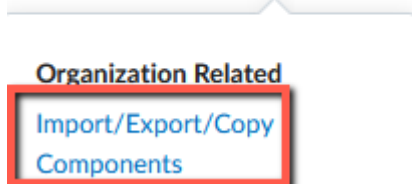
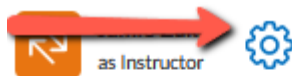
Site Setup

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 gear* in the upper righthand corner, then select **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** from **step 4** 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

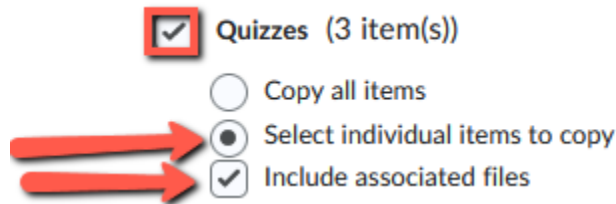


12) At the bottom of the screen, choose **Select Components**:

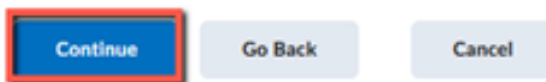


13) Scroll down and select the box beside the tool you would like to copy into your new course:

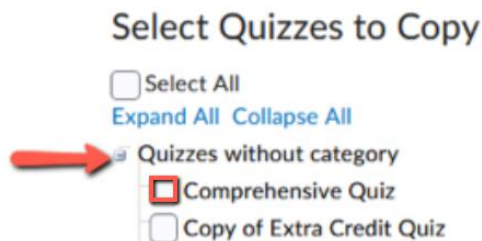
- a) Click the box beside *Select individual items to copy*
- b) Ensure *Include associated files* is checked:



14) Click **Continue**:



15) Click the plus sign button to expand a section, then check the box beside the quiz you would like to copy:



16) Select **Continue**:



17) Select **Finish**:



18) The status bar will notify you once the course component has successfully copied over:

