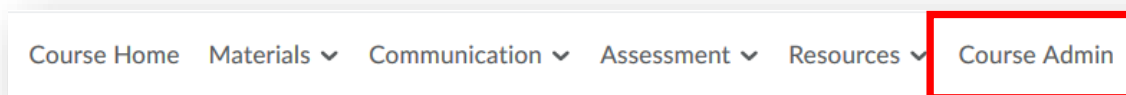




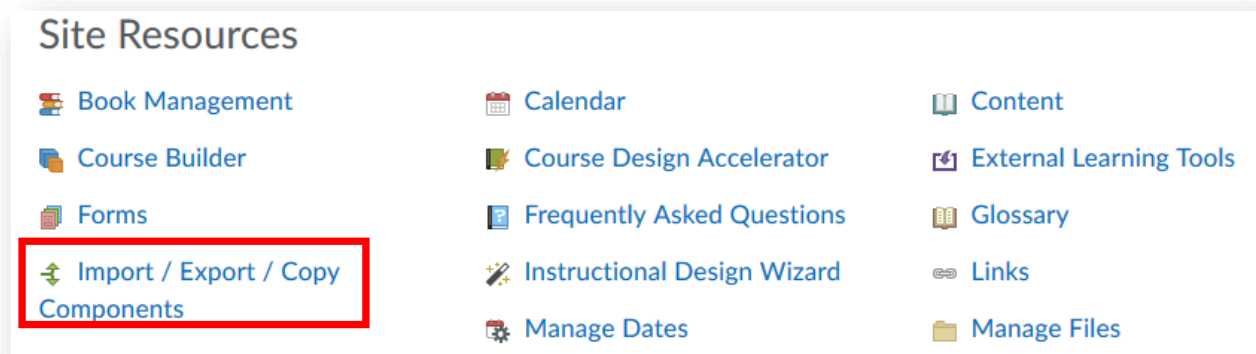
Copy Course Material Instructions

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 |



- 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 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))

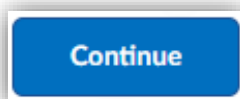
- Copy all items
- Select individual items to copy

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:

