Teaching and Learning

Transfer D2L Brightspace Materials from one MinnState Campus to Another

This document explains how to take materials within D2L Brightspace and easily transfer from one MinnState campus to another's D2L Brightspace sites.

In the D2L Brightspace Course you want to Copy FROM

➢ Click **"Course Admin"** on your course nav bar:

➢ Click on the **Import / Export / Copy Components** link

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➢ Choose the **Export** option

Import/Export/Copy Components

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

View History

◯ **Copy Components from Parent Template**
What is a Parent Template?

☑ Include protected resources

● **Export Components**
Should I include course files?

☑ Include course files in the export package

◯ **Import Components**

[Start]

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➢ Click on the blue **Start** button

➢ Click on the check box next to any of the items you wish to copy.

Select Course Material

Select Components to Export

Select All Components
- **Calendar** (3 item(s))
  - ● Export all items
  - ○ Select individual items to export
- **Checklists** (3 item(s))
  - ● Export all items
  - ○ Select individual items to export
- **Competencies** (2 item(s))
  - ● Export all items
  - ○ Select individual items to export
- **Content** (29 item(s))
  - ● Export all items
  - ○ Select individual items to export
- **External Learning Tool Links** (2 item(s))
  - ● Export all items
  - ○ Select individual items to export
- **Discussions** (5 item(s))
  - ● Export all items
  - ○ Select individual items to export
- **Assignments** (3 item(s))

Continue | Go Back | Cancel

NOTE: if you only want one specific item within a tool (i.e. you only want to take 1 quiz) choose the **Select individual items to export** and you will be prompted on the next page to select the specific items under that tool.

➢ Check to make sure you are exporting what you want, and click the blue **Continue** button

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➢ Review the list of tools which you are copying from, and click the blue **Continue** button

Confirm Components to Export

Confirm Components to Export

Content
Export all items. Modify

Additional Components to Export

Should I include course files?

☑ Include course files in the export package

| Continue | Go Back | Cancel |

➢ Wait for the export to finish and click the blue **Finish** button

Export Course Components

Export Summary

✓ **Export Course Components**
Export finished

✓ **Content**
Export of components was successful.

Finish

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➢ Click the link to download a zip file that contains the contents of your course that you chose to export. Save this zip file in a place on your computer that is easily accessible.

Export Summary

The course export was successful.

Click here to download the export Zip package

Done

➢ Click the blue **Done** button

Done ⬅

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In the D2L Brightspace Course you want to Copy TO

➢ Click **"Course Admin"** on your course nav bar:

Course Home   Materials ⌄   Communication ⌄   Assessment ⌄   Resources ⌄   **Course Admin**
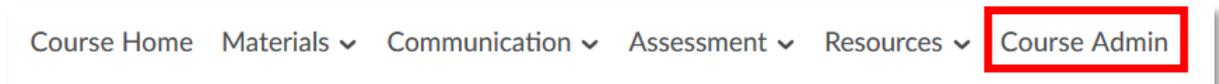
➢ Click on the **Import / Export / Copy Components** link

Course Administration

Category	Name

Site Setup

📗 Course Offering Information   🏠 Homepages   🧭 Navigation & Themes

🔲 Widgets

Site Resources

📚 Book Management   📅 Calendar   📖 Content

📪 Course Builder   📗 Course Design Accelerator   📳 External Learning Tools

📘 Frequently Asked Questions   📖 Glossary   ⬆ **Import / Export / Copy Components**

🎇 Instructional Design Wizard   📑 Learning Activity Library   🔗 Links

🗂 Manage Dates   📁 Manage Files

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➢ Choose the **Import** option

Import/Export/Copy Components

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

   View History

◯ **Copy Components from Parent Template**
   What is a Parent Template?

   ☑ Include protected resources

◯ **Export Components**
   Should I include course files?

   ☑ Include course files in the export package

⦿ **Import Components**

[Start]

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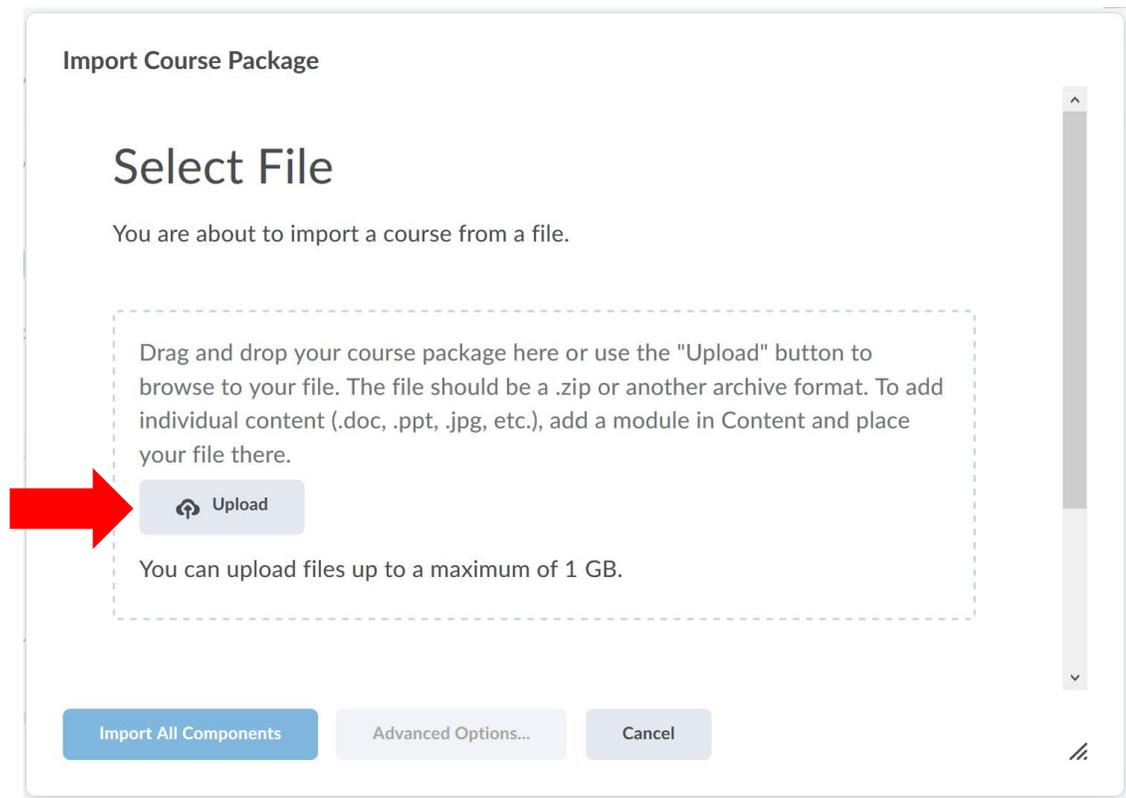Ver 1.0 4/6/20
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➢ Click on the blue **Start** button

➢ Drag and drop the zip file you saved which contains the course materials you wish to copy into the box, or click the grey **Upload** button to search for it on your computer

Import Course Package

Select File

You are about to import a course from a file.

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

☁ Upload

You can upload files up to a maximum of 1 GB.

Import All Components   Advanced Options...   Cancel

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➢ Click on the blue **Import All Components** button

Import Course Package

Select File

You are about to import a course from a file.

You can upload files up to a maximum of 1 GB.

📁 D2LExport_4666766_20204651.zip (2.84 MB) ✕

What is a course package? ❯
What is supported? ❯
Can I import only parts of my course? ❯

| **Import All Components** | Advanced Options... | Cancel |

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➢ Wait for the import to complete, and click the blue **View Content** button to jump to the **Content** tool within your course site

Import Course Package

Importing "D2LExport_4666766_20204651.zip"

✓ Uploaded ＞ ✓ Converted ＞ ✓ Imported

Your course package was successfully imported!

Check out the contents of your course and make sure everything is good to go.

View Processing Logs

View Content   Import Another Package   Review and Manage Dates

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