



Copy Components

D2L allows for an instructor to copy an entire course or just the components from one course shell to the other. This is a useful tool for a course that is taught regularly in order to avoid building from scratch every time.

1. Navigate to the course you'd like to copy the content into.
2. In the nav bar, select Edit Course, and in the menu that comes up click on Import/Export/Copy Components.

Course Home Content Assessments Communication Progress **Edit Course** More

Course Administration

Category	Name	
Site Setup		
Course Offering Information	Homepages	
Widgets	Navigation & Themes	
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	

2. The one you need is automatically selected, you will just need to search for a course offering, click on "Search for offering":

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

Copy Components from Parent Template

[What is a Parent Template?](#)

Include protected resources

Export as Brightspace Package

[Should I include course files?](#)

Include course files in the export package

Import Components

Copy All Components

Select Components

3. It will pop up a menu to locate the offering. Type in the name of the course that you would like to copy from and click the magnifying glass to search. Select the course and click add selected:

Select Course Offering - Google Chrome

d2l.msutexas.edu/d2l/common/popup/popup.d2l?ou=71647&queryString=ou%3D71647%26mode%3...

Select Course Offering

Dani Sandbox

2 Search Results

	Offering Code ▲	Offering Name	Department	Semester
<input type="radio"/>	Dani Full Sandbox	Dani Full Sandbox	Training Department	
<input checked="" type="radio"/>	Dani Sandbox	Dani Sandbox	Training Department	

20 per page ▼

4. Now that it knows what course to copy from, click Copy All Components:

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit

[What is an Org Unit?](#)

Course to Copy:

Dani Sandbox X

Include protected resources

Copy Components from Parent Template

[What is a Parent Template?](#)

Include protected resources

Export as Brightspace Package

[Should I include course files?](#)

Include course files in the export package

Import Components

Copy All Components

Select Components

This will put all of the content from one course into another.

Please watch the video [here](#) to see how to copy from one course to another.

Notes:

1. It will copy everything exactly as it was in the previous course shell so make sure to change dates for the new term and update your Syllabus and/or Course Schedule. This can be done in each activity separately or in bulk. To edit in bulk, select Edit Course in the navbar and select Manage Dates from the menu.
2. To copy only specific pieces, click **select components instead of copy all components**. This will bring up a list of the course components to select.
3. If the tests have the LockDown Browser setting enabled in the course you are copying from it will carry over the setting. You will have to open the LockDown Browser Dashboard in the new course to "confirm" that the setting should still be enabled. There will be a notice that tells you it is all set.
4. If the assignments have Turnitin enabled in the course you are copying from, you will need to navigate to the assignment page in the new course to confirm that it should stay enabled. There will be a notice that asks if you want to keep using it, tell it yes.

Important: You cannot copy components from a course that you are not listed as the instructor. If the course components that need to be copied over are from another instructor's course, permission is needed from the instructor and the Chair or Dean. This permission needs to be in writing and emailed to d2lhelp@msutexas so that the Distance Education team can copy the course to your shell.

