



Copy Components

Why Do I Need This Workflow?

D2L allows instructors to copy an entire course or selected components from one course shell to another. This is especially useful for courses taught regularly, as it eliminates the need to rebuild content each time.

Workflow Steps:

Step one:

Navigate to the course where you want to copy content into. In the navbar, select **Edit Course**, then click **Import/Export/Copy Components**.

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

Course Administration


Category	Name	
Site Setup		
Availability Date Defaults	Course Offering Information	Homepages
Navigation & Themes	Widgets	
Site Resources		
Calendar	Content	Course Builder
Course Design Accelerator	External Learning Tools	Frequently Asked Questions
Glossary	Import / Export / Copy Components	Instructional Design Wizard
		Learning Activity Library

Step two:

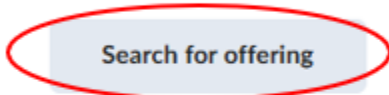
The option you need is Copy Components from another Org Unit. Click **Search for offering**.

Import/Export/Copy Components

What would you like to do?

- Copy Components from another Org Unit** 
[What is an Org Unit?](#)

Course to Copy:



- Include protected resources

- Export as Brightspace Package**
[What is a Brightspace Package?](#)

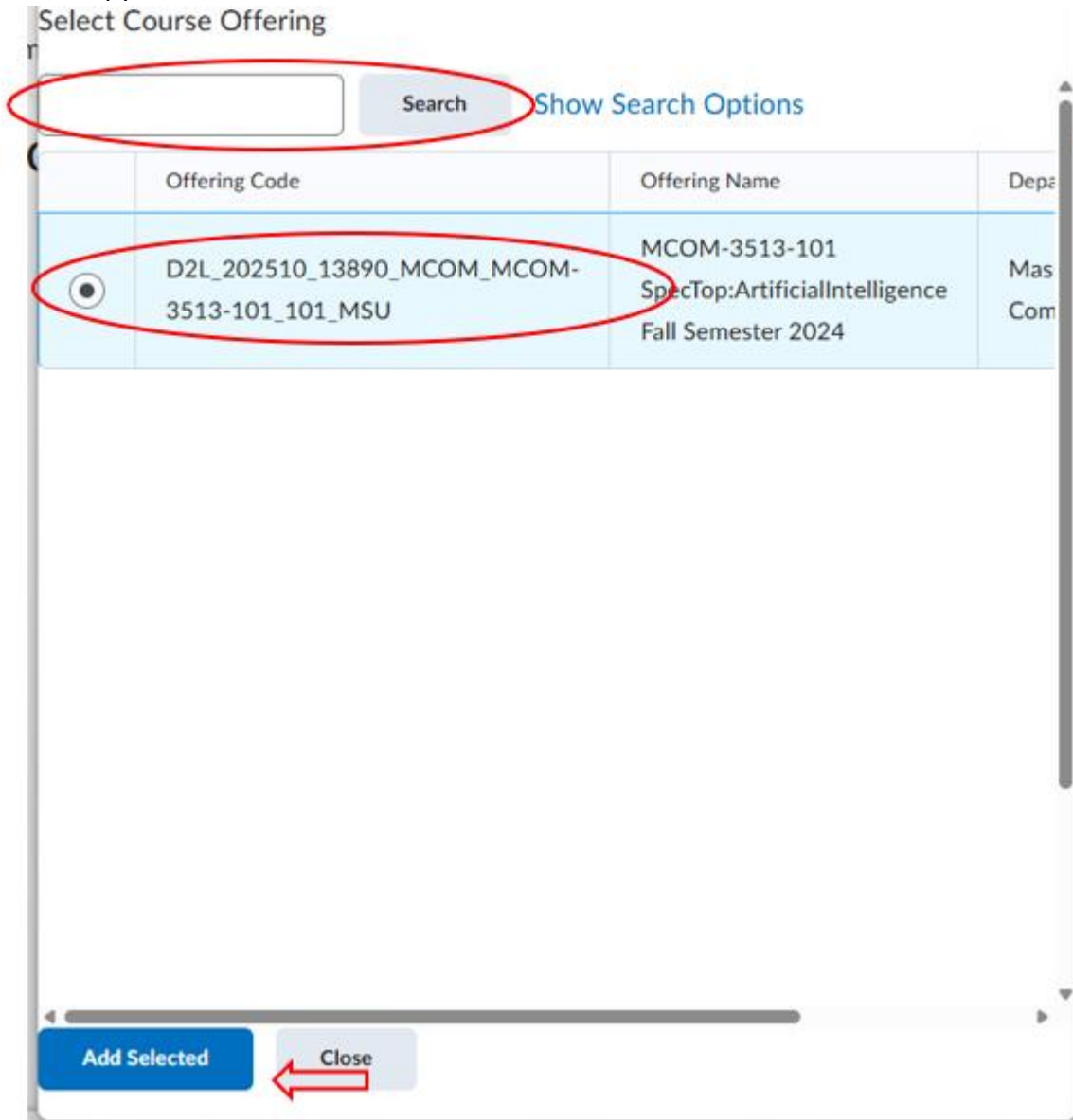
- Export as Common Cartridge**
[What is Common Cartridge?](#)

- Export as Thin Common Cartridge**
[What is Thin Common Cartridge?](#)

- Import Components**
[View Import History](#)

Step three:

A window will populate with a search bar to aid in locating the offering. Enter the name of the course that you would like to copy from, then click search. Select the course and click **Add Selected**.



Step four:

Now that D2L knows what course to copy from, click **Copy All Components**, this will put all of the content from one course into another.

