

# 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
<b>Site Setup</b>	
Course Offering Information	Homepages
Widgets	Navigation & Themes
<b>Site Resources</b>	
Book Management	Calendar
Course Builder	Course Design Accelerator
Frequently Asked Questions	Glossary
Instructional Design Wizard	Learning Activity Library
Manage Dates	Manage Files
	Content
	External Learning Tools
	Import / Export / Copy Components
	Links

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

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## 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

- 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

- 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

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 ▼

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

## 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

Here's a [How To video for Copying Components](#).

