Copying Content from other Courses

Copying course components allows you to easily reuse or share your course resources in another course. This tool is useful for faculty who teach the same course; either in more than one section or more than one semester and do not want to enter the course information/files in the D2L system more than once. It also allows faculty to share resources with colleagues. Student information (submissions, quizzes, discussions or grades) will not copy over to the new course.

Note: You must be enrolled in each course with the role of faculty or faculty guest to have the necessary permissions to copy course content.

Once you copy your course content over to your new semester course, you will need to:

- Check all links to confirm they are working correctly
- Update your syllabus
- Update release dates for News, Content, Dropbox, Quizzes, Discussions, etc.
- Assign students to groups
- Update all release conditions
- If you copying over a course that has a custom homepage or navigation bar, they will now be copied over as your defaults. You will no longer have to go back and set them as your default.
- Activate your course so that students can access

To copy the content of your course from another course:

1. You need to be in your new blank course (the course that you would like to copy content into).
2. Click on Content in the course navigation bar.
3. Click Table of Contents.
4. Click Import Course.
5. Select Copy Existing Course.
6. Select Copy Components from another Org Unit (this should be selected by default).
7. **Click Search for offering.**

![Import/Export/Copy Components](image)

8. **Click on the search icon to search for your courses.**

![Select Course Offering](image)

9. **Click the radio button** to the left of the course that you wish to copy content from.

10. **Click Add Selected.**

11. You have the option to **Copy All Components** or you can **Select Components**.

   ![Copy All Components Select Components](image)

   a. **Recommended**: Click **Copy All Components** if you wish to copy everything over from the course. You can always delete files if you do not want them in your new course site.

   b. If you only want to select specific components to copy over, click **Select Components**. Under **Choose Components to Copy**, select the items you would like to copy. **Note**: if you are copying linked or associated components, you must copy all related components at the same time to ensure that links are retained.

   i. **Content**: Copies the shell of your content over to the new course. By default, all associated files will be copied as well.

   ii. **Course Files**: Everything you have uploaded to your course (including any files you have put into the content area).

   iii. **Discussions**: Discussion board template. By default, all associated files will be copied as well. **(Note that student posts will not copy over)**.

   iv. **Dropbox**: Will copy your dropbox folder and settings to your new course. By default, all associated files will be copied as well. **(Note that student submissions will not copy over)**.
v. **Grades**: Will copy the shell of your Grade Book to your new course (*Note that student names and grades will not copy over*). It is suggested that if you are copying your grade book, that you also copy grade settings.

vi. **Grade Settings**: Will copy your grade book settings to your new course.

vii. **Groups**: Will copy over group settings. Auto-enrollments are not run in the new course. You must enroll students yourself.

viii. **Homepages**: Will copy the widgets you have active on your homepage. Custom homepages will be copied over as the default homepage.

ix. **Navigation Bars**: Custom homepages will be copied over as the default homepage.

x. **News**: Will copy over any News Items you have entered in the news area. By default, all associated files will be copied as well.

xi. **Question Library**: Will copy questions in your Question Library.

xii. **Quizzes**: Will copy your actual quizzes over. By default, all associated files will be copied as well.

xiii. **Release Conditions**: Will copy if you have created Release Conditions

xiv. **Rubrics**: Will copy rubrics.

xv. **Surveys**: Will copy your surveys. By default, all associated files will be copied as well.

xvi. **Tool Display Names**: Tool display names must be copied if you have modified the names of tools on your navigation bar.

xvii. **Widgets**: Will copy over any custom widgets you have created.

12. Click **Continue**.

13. Confirm your components to copy and click **Finish**.

14. Wait for all your components to have green checkmarks beside them.

15. Click **Done** and the components you copied over will now be in your new course.