

# Copy Course Components (Advanced)

Last Modified on 01/29/2026 3:56 pm CST

The Import/Export/Copy Components tool provides several channels through which content can be brought into, or exported from, a course offering (Org Unit). This tool is commonly used for copying some or all of the content from a previous semester's course offerings and for importing publisher content packages. This document will describe the process of copying components from one course to another.

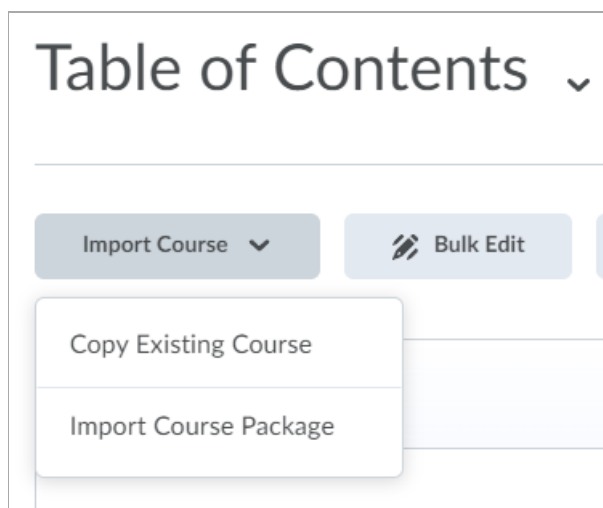
**NOTE:** Content imported into a course shell will never overwrite or delete existing content. For example, if content from a course is copied into a shell multiple times, the content will be duplicated for each copy attempt instead of replacing the previous content.

## Copy Components from Another Course Offering (Org Unit)

Many faculty members use the same material from one semester to the next, rather than starting over from scratch. The **Copy Components from another Org Unit** tool allows you to copy material from a previous class into the current class. You can also choose to build a course in a Sandbox, where you can experiment outside of the view of students and then copy the material from the Sandbox to your current course. Using this tool, you may choose to have all the contents copied or only selected components.

► Show Video Demo

1. Enter the course offering which will be receiving the content, click **[Content]** in the navbar, then choose **[Copy Existing Course]**.



2. Click **[Import/Export/Copy Components]**.




3. Click the radio button named **[Copy Components from Another Org Unit]**, then 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

4. Use the **[Search]** field to find the course offering with the desired content. Click the radio button next to this course offering, then click **[Add Selected]**.

Select Course Offering

Example   [Show Search Options](#)

	Offering Code	Offering Name	Department	Semester
<input type="radio"/>	000009-05-1138-DYN-5001	Special Ed: Money Skills ABEAC-3800009 5001 DYN	Cy-Fair GED/ABE-NF	2013 Fall
<input checked="" type="radio"/>	000009-05-1148-DYN-5001	Special Ed: Money Skills ABEAC-3800009 5001 DYN	Cy-Fair GED/ABE-NF	2014 Fall
<input type="radio"/>	000009-05-1151-DYN-5001	Special Ed: Money Skills ABEAC-3800009 5001 DYN	Cy-Fair GED/ABE-NF	2015 Spring

5. To copy only specific components from the source offering, click **[Select Components]** and skip to Step 9.  
 To copy all content items from the source offering, click **[Copy All Components]**.

6. Click **[Finish]** to confirm and begin the copy process.

### Confirm Components to Copy

**Content**  
11 of 181 item(s) selected to copy. [Modify](#)


**Assignments**  
Copy all items. [Modify](#)

**Finish** **Go Back** **Cancel**

7. If all items copied successfully, a green check mark will appear indicating the copy was completed.

### Copy Course Components History

Community Group: Example 1301  
Copy Selected Components Started: CSWENCESKI\_ADMIN, Wednesday, February 14, 2018 10:23 AM CST

Copy Completed: Feb 14, 2018 10:23 AM 

8. Click **[Copy Another Package]** to copy more material, **[View Content]** to return to the **Content** page, and **[Review and Manage Dates]** to offset the dates from a previous semester to the current semester.

**Copy Another Package** **View Content** **Review and Manage Dates**

**NOTE:** Tracking data, student records, personal data, and grades are not included when copying.

If you are copying from a Community Group or course with links to **YuJa Videos** which are owned by another Faculty, that Faculty will need to **Share** the videos with you in YuJa for the links to work in the destination course. For instructions on how to share YuJa videos please see the following article by YuJa: [Sharing Media \(https://support.yuja.com/hc/en-us/articles/360051086674-Sharing-a-Lumina-Media-File-or-Folder\)](https://support.yuja.com/hc/en-us/articles/360051086674-Sharing-a-Lumina-Media-File-or-Folder)

9. **Select Components** allows you to select individual items from the source offering so that only the desired content items are copied. For example, you could choose the **[Copy all items]** option for **Discussions** and **Assignments** while ignoring exams and content links, or you could choose **[Select individual items to copy]** to choose specific quizzes you want to copy. In the example below, all Discussions will be copied, but only specific Content items will be copied. Click **[Continue]** after making your selections.

## Choose Components to Copy

▶ [Show the current course components](#)

☐ Select All Components

☒ Content (241 item(s))

☐ Copy all items

☒ Select individual items to copy

☒ Include associated files

☒ Third-party Integration Links (23 item(s))

☒ Copy all items

☐ Select individual items to copy

☐ Content Display Settings

☒ Copy all items

☐ Course Files (600 item(s))

☒ Copy all items

☐ Select individual items to copy

☒ Discussions (2 item(s))

☐ Copy all items

☒ Select individual items to copy

☒ Include associated files

☒ Grades (25 item(s))

☒ Copy all items

☐ Select individual items to copy

☒ Grades Settings

☒ Copy all items

☐ Announcements (24 item(s))

☒ Copy all items

☐ Select individual items to copy

**NOTE:** You must select the actual components not just the links to them on Content. The **Content** component contains only the virtual links or topics found on the Content page of a course. In most cases, these are not actual items.

For example, your course offering may have a quiz titled Final Exam, and a link to it on the Content tab labeled the same. Copying the “Final Exam” in the Content category from that course will only copy the link titled “Final Exam,” not the actual quiz. Later, when you or a student clicks on the “Final Exam” link in the Content area, the system will display an error message since the quiz itself was not copied. To prevent that issue from occurring, you must also copy the quiz, which is listed in the Quizzes component. The same holds true for Course Files, Discussions, and Assignments.

10. If you choose the **[Select individual items to copy]** option, the system will prompt you to choose which individual items should be copied. Check each checkbox as needed, then

click **[Continue]**.

### Select Content Modules and Topics to Copy

☐ Select All

[Expand All](#) [Collapse All](#)

☐ Course Materials

☐ For Instructors

☐ Getting Started

☐ InQuizitive Online Grammar program

☐ Ms. Chesters' Email & Office Hours

☐ Syllabus and Online Writing Guidelines

☐ Textbook

☐ Week 1

☐ /d2l/common/dialogs/quickLink/quickLink.d2l?ou=594499&type=discuss&rCode=LSCS-5196470

☐ /d2l/common/dialogs/quickLink/quickLink.d2l?ou=594499&type=dropbox&rCode=LSCS-5197256

☐ /d2l/common/dialogs/quickLink/quickLink.d2l?ou=594499&type=quiz&rCode=LSCS-5210273

☐ Discussion Board #2

☐ Literacy Narrative Example

☐ Literacy Narrative Prompt

☐ Norton Chapters

☐ Norton InQuizitive Norton Field Guide 4/e with Reading and Handbook

☐ Sandra Cisneros, "Eleven"

☐ Week 1 Online Lecture

☐ Week 2

☐ Week 3

☐ Week 4

☐ Week 5

☐ Week 6

☐ Week 7

☐ Week 8

☐ Writing Resources

Continue

Go Back

Cancel

11. You can choose to offset the dates during the **Selected Components** copy by modifying the **Offset Dates** area. You may offset the dates forward or backward, by days or hours, or you can calculate the range between two dates.
12. Click **[Finish]** to confirm and begin the copy process.

### Offset Dates

☐ Offset all dates of copied components

☒ Offset by direction and range

Days

Direction

Forward ▼

Range

Hours

Direction

Forward ▼

Range

☐ Calculate range between two dates

**Finish** **Go Back** **Cancel**

## Copying YuJa Quizzes


If you are copying from a Community Group or course with YuJa Quizzes, even if you are the owner, you should follow these steps after your course copy is complete.

1. Navigate to **[Course Activities] → [YuJa Video Quiz]**. This action will automatically create the course in YuJa.
2. Go to **[Content]** and open one of the video quizzes. You will be prompted to select a course to copy from. We recommend searching by the Course Offering Code of the course you copied from. You can find this information under **[Course Admin] → [Course Offering Information]**.
3. Click **[Copy Quizzes]**.

Table of Contents > Getting Started > Sample YuJa Playback Quiz

## Sample YuJa Playback Quiz

**Attention:** The LTI Parameter for Context ID History could not be retrieved when trying to access information for the course copy. Please contact your admin to verify the LTI configuration.



**Video Quiz Unavailable for This Course**

You can select a course and copy its video quizzes to this course.

2

3 **Copy Quizzes**

## Using the Import History

1. Scroll to the bottom of the **[Import/Export/Copy Components]** page to View the **Course Import History** page. Click **[View Import History]**.

☐ 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  
Select a component source:

☐ from Learning Object Repository

☒ from a course package

[View Import History](#) ←

[Copy All Components](#) [Select Components](#)

2. The **Course Import History** page includes information for each course import attempt. Click **[View Import Log]** to see a more detailed listing of the logged event. Click **[Import/Export/Copy Components]** in the breadcrumbs beneath the page title to return to the import page.

Course Import History	
<a href="#">Import/Export/Copy Components</a> > Course Import History	
D2LEExport_823441_202042715.zip <span>COMPLETE</span> Imported by [redacted] on Monday, April 27, 2020 12:02 PM CDT	<a href="#">View Import Log</a>
D2LEExport_823441_202042737.zip <span>COMPLETE</span> Imported by [redacted] on Monday, April 27, 2020 11:52 AM CDT	<a href="#">View Import Log</a>
D2LEExport_753096_20198115.zip <span>COMPLETE</span> Imported by [redacted] on Thursday, August 1, 2019 2:39 PM CDT	<a href="#">View Import Log</a>
rubrics_d2l.xml <span>FAILED</span> Imported by [redacted] on Thursday, August 1, 2019 2:37 PM CDT	<a href="#">View Import Log</a>