

Copy Course Components (Advanced)

Last Modified on 04/16/2026 3:05 pm CDT

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.

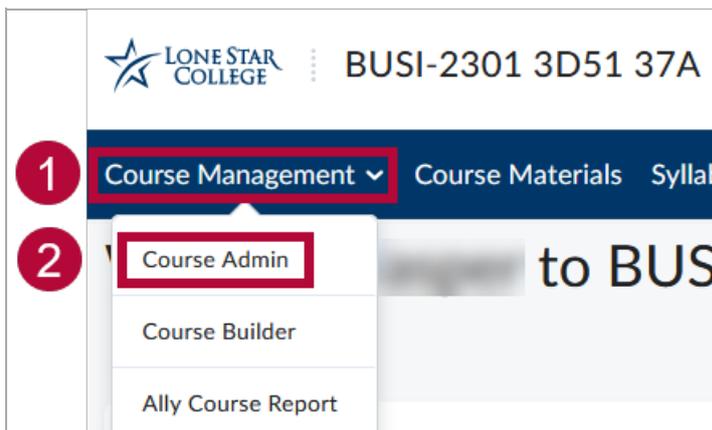
NOTE: Content imported into a course shell will never overwrite or delete existing content. For example, if content from a course is copied into a shell multiple times, the content will be duplicated for each copy attempt instead of replacing the previous content.

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. From the D2L Course Homepage, navigate via **[Course Management]** → **[Course Admin]**.



2. On the **Course Administration** page, select **[Import/Export/Copy Components]**.

Course Administration

Category Name

Site Setup

Availability Date Defaults Course Offering Information Homepages

Site Resources

Calendar Content Course Builder
Course Design Accelerator Forms Frequently Asked Questions
Glossary Import / Export / Copy Components Instructional Design Wizard
Manage Dates Manage Files Learning Activity Library
Third-party Integrations

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

Import/Export/Copy Components

1 What would you like to do?

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

2 Course to Copy:

Search for offering

Include protected resources

Copy Components from Parent Template
[What is a Parent Template?](#)

4. Enter the **Course Offering Code** or **Offering Name** into the **Search** field → Click **[Search]** to pull up the course with the desired content → Select the **[Radio button]** next to this course offering → Click **[Add Selected]** at the bottom.

1 Select Course Offering

2 BUSI-2301 [Show Search Options](#)

| | Offering Code | Offering Name | Department | Semester |
|---|--------------------|---------------------------|------------|-------------|
| 3 <input checked="" type="radio"/> | 018178-03-1261-1-3 | BUSI-2301 Business Law | Business | 2026 Spring |
| <input type="radio"/> | 018178-03-1258-1-3 | BUSI-2301 Business Law | Business | 2025 Fall |

4

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]**.

A **B**

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](#)

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

Copy Course Components History

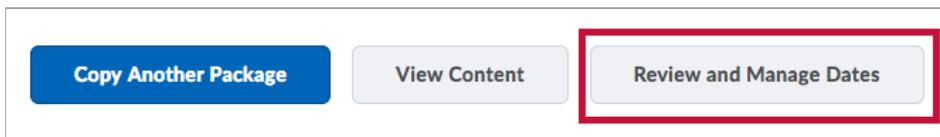
Community Group: Example 1301
Copy Selected Components Started: Wednesday, February 14,
10:23 AM CST

Copy Completed: Feb 14, 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.

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 member, that faculty member 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, 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.

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.