

# Copy Course Components (Advanced)

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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.

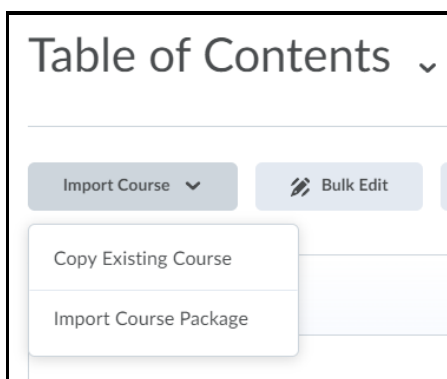
**NOTE:** Content imported into a course shell will never overwrite or delete existing content. For example, if content from a course is copied into a shell multiple times, the content will be duplicated for each copy attempt instead of replacing the previous content.

## 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 Walkthrough

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	Search	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 the **Finish** button 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: 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.

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

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

**IMPORTANT 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 chose 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

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 the **Finish** button to confirm and begin the copy process.

### Offset Dates

Offset all dates of copied components

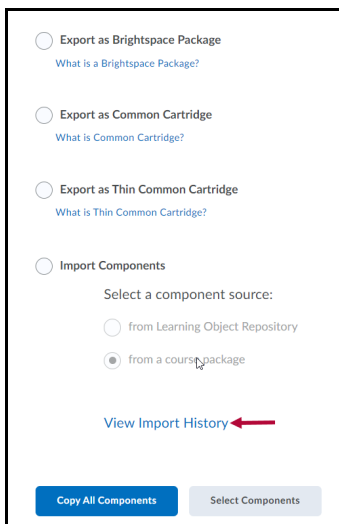
Offset by direction and range

Days		Hours	
Direction	Range	Direction	Range
Forward <input type="button" value="v"/>	<input type="text"/>	Forward <input type="button" value="v"/>	<input type="text"/>

Calculate range between two dates

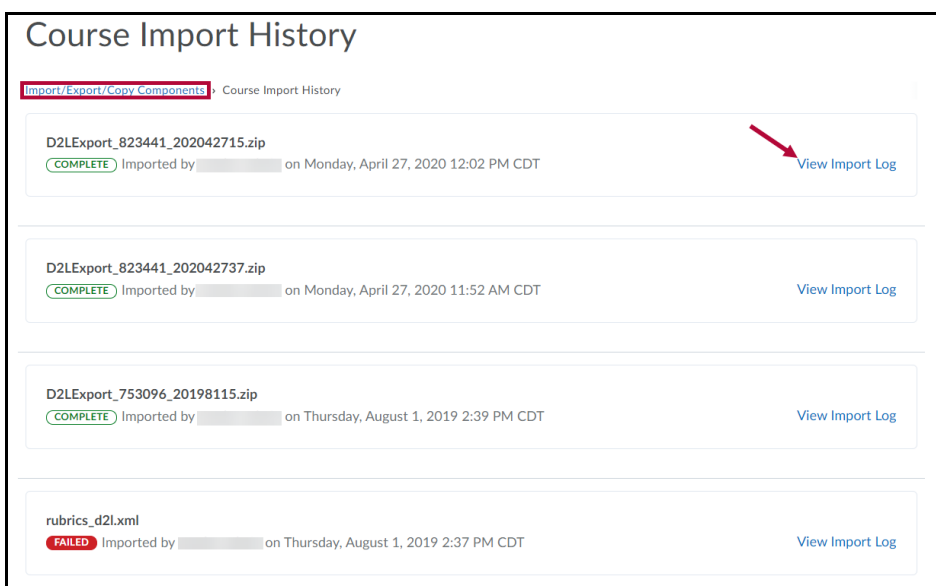
## Using the Import History

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



The screenshot shows a form with four radio button options: 'Export as Brightspace Package', 'Export as Common Cartridge', 'Export as Thin Common Cartridge', and 'Import Components'. Under 'Import Components', there are two sub-options: 'from Learning Object Repository' and 'from a course package', with the latter selected. At the bottom, there is a blue button 'Copy All Components', a grey button 'Select Components', and a blue link 'View Import History' with a red arrow pointing to it.

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.



The screenshot shows the 'Course Import History' page. The breadcrumb 'Import/Export/Copy Components' is highlighted in red. The page title is 'Course Import History'. Below the title, there is a list of four import attempts, each in a separate box. The first three are 'COMPLETE' and the last one is 'FAILED'. A red arrow points to the 'View Import Log' link for the first entry.

File Name	Status	Imported by	Date and Time	Action
D2LExport_823441_202042715.zip	COMPLETE	[Redacted]	Monday, April 27, 2020 12:02 PM CDT	<a href="#">View Import Log</a>
D2LExport_823441_202042737.zip	COMPLETE	[Redacted]	Monday, April 27, 2020 11:52 AM CDT	<a href="#">View Import Log</a>
D2LExport_753096_20198115.zip	COMPLETE	[Redacted]	Thursday, August 1, 2019 2:39 PM CDT	<a href="#">View Import Log</a>
rubrics_d2l.xml	FAILED	[Redacted]	Thursday, August 1, 2019 2:37 PM CDT	<a href="#">View Import Log</a>