

# Copying Course Material in D2L

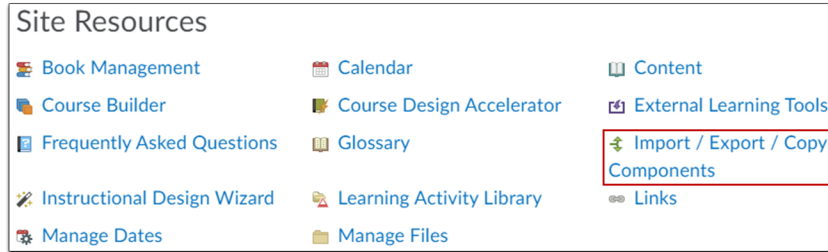
Copying previous course content into a new course

1. Start off in the course that content is being copied to.

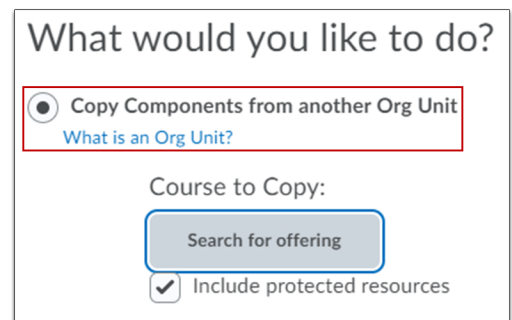
2. From the top row of options, click on the **Course Admin** tab.



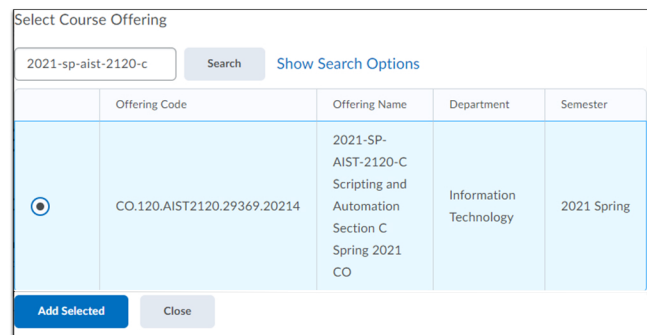
3. Under Site Resources, click on **Import / Export / Copy**.



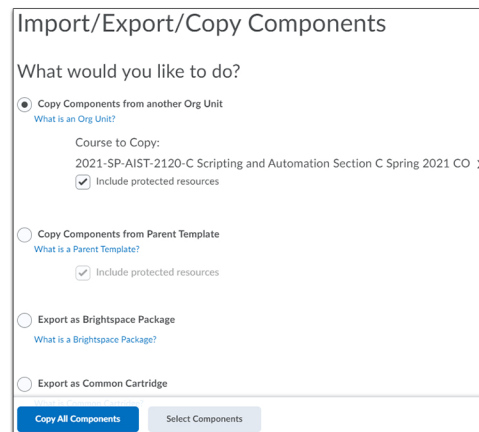
4. Continue with the first option selected, **Copy Components from Another Org Unit**. Then under Course to Copy:, click on the **Search for offering** button.



5. In the search bar, type in the course that the desired content will be copied from. Once the courses are displayed, select the desired course and click **Add Selected**.



6. Back on the Import / Export / Copy Components page, with the selected course added, click on **Copy All Components**.



*\* If the course's entire content is not needed, click on the **Select Components** button instead and select the individual pieces of content.*

7. Once the copy is complete, a green check will display.

