Copying Course Material in D2L

Copying previous course content into a new course

Attendance

Classlist

Assessments ~

- 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.

Site Resources		
Book Management	🛗 Calendar	Content
Course Builder	Course Design Accelerator	🛯 External Learning Tools
Frequently Asked Questions	Glossary	Import / Export / Copy Components
🗱 Instructional Design Wizard	🗞 Learning Activity Library	📾 Links
🅵 Manage Dates	💼 Manage Files	

Course Admin

Discussions

Groups

More ~

Grades

Content

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.

2021-sp-ais	st-2120-c Search Show	Search Options		
	Offering Code	Offering Name	Department	Semester
۲	CO.120.AI5T2120.29369.20214	2021-SP- AIST-2120-C Scripting and Automation Section C Spring 2021 CO	Information Technology	2021 Spring

- 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.

Copy Course Components History 2021-SP-AIST-2120-C Scripting and Automation Section C Spring 2021 CO Copy All Components Started: SSEWELL, Wednesday, May 5, 2021 2:31 PM EDT Copy Completed: May 5, 2021 2:34 PM Copy Acouster Package View Content Review and Manage Dates