Course Copy Quick Reference Guide

What is the import/export/copy tool?

The Import/Export/Copy tool allows you to:

- Import components created outside of the D2L Learning Environment
- Copy components between course offerings

Course Copy

The copy components tool allows you to copy quizzes, content, grade items, discussion forums, assignment folders, and nearly every other type of component from another course.

Note: To copy course material, you need to be enrolled in both courses.

Step 1: Login to the course that you would like to copy your materials into. Select Course Admin from the course navigation bar.

Step 2: Under the Site Resources section, select Import/Export/Copy Components.
Step 3: Select **Copy Components from Another Org Unit**, and then select **Search for offering**.

![Import/Export/Copy Components](image1)

Step 4: In the search bar, type in the complete course id (CIS118201 FA18) including the semester of the course that you want to copy from. Select the magnifying glass icon to start your search.

Select your course from the **Search Result** and then select **Add Selected** located at the bottom left of the window.

![Select Course Offering](image2)
Step 5: Your course will be added.

Step 6: Select **Copy All Components** to copy the entire course.

The copying process will start at this point.

**Note:** This may take a few minutes.

Step 7: After the copy is complete, your copied course will show up under the **Copy Course Components History**.

Step 8: Select **Course Home** to return to the Course Home page. Begin checking your copied course and make changes as necessary.