

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.

The screenshot shows the top navigation bar of a D2L course. On the left, there is a home icon, the Arapahoe Community College logo, and the course title 'eLearning Course 3'. On the right, there are icons for a grid, email, chat, notifications, a user profile labeled 'ACC DesignerIII', and a settings gear. Below these icons is a horizontal menu with the following items: Course Home, Content, Assignments, Discussions, Quizzes, Grades, Classlist, Attendance, **Course Admin** (highlighted with a red box), Calendar, Checklist, and More (with a dropdown arrow).

Step 2: Under the **Site Resources** section, select **Import/Export/Copy Components**.

The screenshot shows the 'Site Resources' section of a D2L course. It features a grid of nine links, each with an icon and text: Book Management (book icon), Course Builder (document icon), Glossary (book icon), Calendar (calendar icon), External Learning Tools (external link icon), **Import / Export / Copy Components** (import/export icon, highlighted with a red box), Content (book icon), Frequently Asked Questions (question mark icon), Links (chain link icon), and Manage Dates (calendar icon with gear).

Step 3: Select **Copy Components from Another Org Unit**, and then select **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:

Search for offering

Include protected resources

[View History](#)

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

🔍 [Show Search Options](#)

1 Search Result [Clear Search](#)

	Offering Code ▲	Offering Name	Department	Semester
<input type="radio"/>	S_ACC_CIS118201_201920	CIS118201 Intro PC Applications (Victoria Sauber) FA18	CIS	Fall 2018

20 per page ▼

Add Selected

Close

Step 5: Your course will be added.

Import/Export/Copy Components

What would you like to do?

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

Course to Copy:

CIS118201 Intro PC Applications (Victoria Sauber) FA18 X
 Include protected resources

[View History](#)

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

Copy All Components

Select Components

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**.

Copy Course Components History

CIS118201 Intro PC Applications (Victoria Sauber) FA18
 Copy All Components Started: DesignerIII, Tuesday, May 15, 2018 10:46 AM MDT

Copy Completed: May 15, 2018 10:46 AM ✔

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

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ARAPAHOE COMMUNITY COLLEGE
eLearning Course 3

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👤 ACC DesignerIII
⚙️

Course Home

Content

Assignments

Discussions

Quizzes

Grades

Classlist

Attendance

Course Admin

Calendar

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More ▾

Copy Course Components History

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