



D2L – Copy Content

- Copy course content from course to course or from section to section. Copied content retains any dates and will need to be updated under Edit Course > Manage Dates. See the C4 on that topic for more details.

Note-You can only copy content from courses in which you are listed as an instructor. If you need content from a course in which you are not the instructor, please contact an Instructional Designer in eLearning.

Instructions

- 1) Go to the course where you want to copy the content.
- 2) Click on **Edit Course**.
- 3) Click on **Import/Export/Copy Components**.
- 4) Under “What would you like to do?” select the radio button next to **Copy Components from Another Org Unit**. Then click on the Search for offering button.
- 5) Search for the course you wish to copy from and check the radio button in front of the course title.
- 6) Then click **Add Selected** at the bottom.
- 7) Click on **Select Components**.
 - a. Note: Copy All Components is also an option; however, using the Select option allows you to be more selective about what you are copying to ensure only the most recent versions of resources like homepages and widgets are being brought over.
- 8) Choose the components you wish to copy by checking the box in front of each component. Then click **Continue**.
 - a. You may choose to Copy all items for areas like Content, but to Select Individual Items to Copy for areas like Widgets.
- 9) Click the **Finish** button.
 - a. You will be taken to a Copy Summary screen from which you can Copy Another Package or View Content in the course you just updated. There will be a list of all the copied components with a green check mark in front of each component indicating it was copied successfully.

