D2L: Copying/Importing Course Content

You can follow the steps below to Copy course content from other courses. This tutorial is based on this video.

1. In your course, click on Edit Course in the far right.
You will be sent to this page, titled Course Administration. Click on Import / Export / Copy Components.

When you do that...
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

Copy All Components  Select Components
in a Zipped file and/or Import your course from a zipped file as well.
However, what we are going to do, and is selected by default, Copy Components from another Org Unit (Org Unit = Course).
Click on the Search for offering button.

A pop-up will appear that is titled Select Course Offering.

DMA

10529_Summer2020
Summer2020_DMA201ONL_Intro to Digital Media
AS

30449_Fall2020
Fall2020_DMA201A_Intro to Digital Media
AS

37239_Fall2018
Fall2018_DMA217ONL_Interaction Design
AS

Add Selected
Unlike the picture to the right, yours will be blank. That is because you need to do a search first.
Then, choose the course that you want to copy over by selecting the circle to the left of it.

Finally, click on Add Selected.
## Import/Export/Copy Components

What would you like to do?

- Copy Components from another Org Unit
  
  **What is an Org Unit?**

  Course to Copy:
  
  Fall2020_DMA201A_Intro to Digital Media  
  - Include protected resources

  **View History**

  OR

  - [Copy All Components]
  - [Select Components]
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If you choose Copy All Components, you will copy all course materials from the selected course. You can skip to step 12.
If you click on Select Components, you can choose specific course materials to copy over.
Choose Components to Copy

- Hide the current course components

Current Course: WORKSHOPS_CAN101E_Demonstrator Course (DEMO5_WORKSHOPS)

<table>
<thead>
<tr>
<th>Component</th>
<th>View Detail</th>
</tr>
</thead>
</table>
| Attendance Registers | ![Click here](link)
| Calendar Events   | ![Click here](link) |
| Checklists        | ![Click here](link) |
| Awards            | ![Click here](link) |
| Competencies      | ![Click here](link) |
| Content           | ![Click here](link) |

Select All Components

- Content (66 item(s))
  - Copy all items
  - Select individual items to copy
  - Include associated files

- Content Display Settings
  - Copy all items

- Course Files (9 item(s))
  - Copy all items
  - Select individual items to copy

- Discussions (14 item(s))
  - Copy all items
  - Select individual items to copy
  - Include associated files

- Dropbox (8 item(s))
How ever, you will not be able to choose some components until you select a file from the information of each component.
Until you use: Select All Components.

You can choose multiple categories of course content items (i.e., Discussions, Quiz, etc.)

Discussions (14 item(s))

- Copy all items
- Select individual items to copy
- Include associated files
In this demo, we will only choose one category. You can then choose to Copy All Items from the cate...
me. If you choose Company, skip to step 1. Then select the blue Company button to move to the bottom left.
Select Discussion Forums and Topics

Select Discussion Forums and Topics to Copy

☐ Select All
Expand All  Collapse All
☐ Weekly Discussion Boards
☐ Questions for the teacher
☐ Students Only
☐ Project Discussion Boards

Continue  Go Back  Cancel
Pictures are required to be in Forums.

If you know what you want to select a specific category of items, just click on the square to the left of the c
You can click on the plus signs to the left of the tab.
Select All
Expand All  Collapse All

☐ Weekly Discussion Boards
☐ Questions for the teacher
☐ Students Only
☐ Project Discussion Boards
  ☐ Project 1 Discussion Board
  ☐ Project 2 Discussion Board

Continue  Go Back  Cancel
You can click on the buttons at the parapets to call the geography.
By clicking the checkboxes, you are able to cherry-pick individual content items.
Select Discussion Forums and Topics to Copy

- Weekly Discussion Boards
- Questions for the teacher
- Students Only
- Project Discussion Boards
  - Project 1 Discussion Board
  - Project 2 Discussion Board

[Select All] [Expand All] [Collapse All]

Continue  Go Back  Cancel
Select Course Material

Confirm Components to Copy

Discussions
3 of 14 item(s) selected to copy. Modify

Offset Dates

☐ Offset all dates of copied components

☐ Offset by direction and range

Days
Direction Range
Forward

Hours
Direction Range
Forward

☐ Calculate range between two dates

Finish  Go Back  Cancel
You can choose to modify your selection and Offset Dates. Click on the blue Finish button in the lower left.
er to your course, you may see a loading bar where the green checkmark is.

When it is finished copying over the components,
you will get the check mark and a copy completed with the date the copy was completed.

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