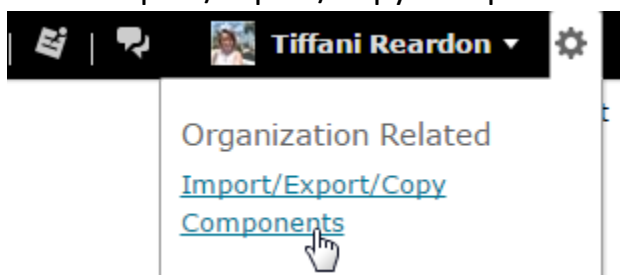


Copying Items From Other Courses in D2L

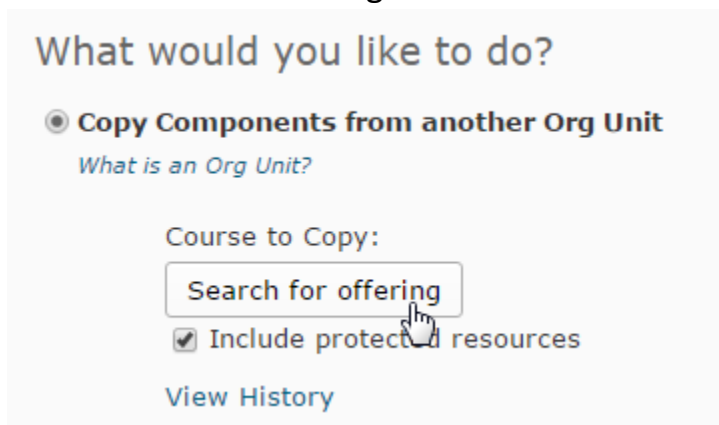
1. Navigate to the *new* course (the one you want to copy items into) in D2L.
2. In the top right corner of the screen, click the Admin Tools cog.



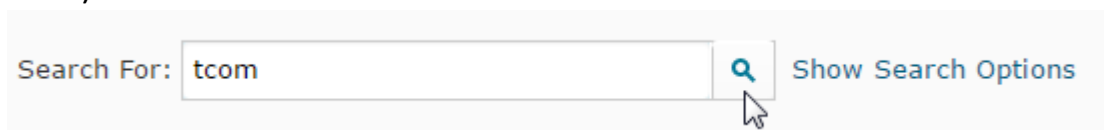
3. Click "Import/Export/Copy Components."



4. Click "Search for offering."



5. In the search bar, search for the *old* course (the one you want to copy items from).

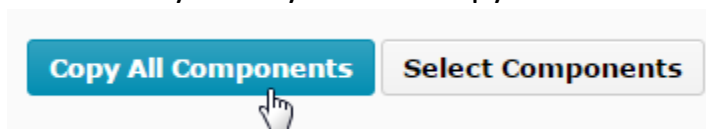


6. Click to radio button next to the course you want to copy from, and then click “Add Selected.”

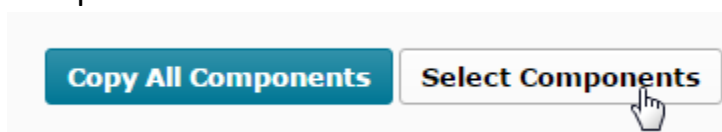
	Offering Code ▲	Offering Name	Department	Semester
<input type="radio"/>	CO.430.TCOM2010.51314.20171	Technical Writing Section W01 Summer Semester 2016 CO	Digital Writing and Media Arts	Summer 2016
<input type="radio"/>	CO.430.TCOM2010.81246.20172	Technical Writing Section 04 Fall Semester 2016 CO	Digital Writing and Media Arts	Fall 2016
<input checked="" type="radio"/>	TCOM2010F2FMaster	TCOM 2010 F2F Master	Special Courses	
<input type="radio"/>	TCOM3045_online_-_ethomp49	TCOM 3045 Online - ethomp49	DLC Courses	

20 per page ▼

7. If you need to copy the entire course, click “Copy All Components.” When it is finished loading, you can go into your new course and view the copied content. If you only need to copy certain items, skip to step 8.



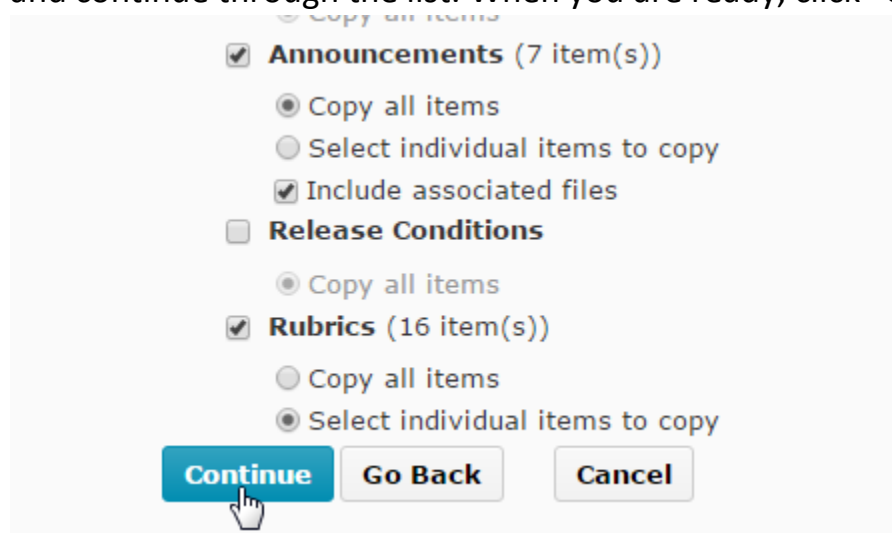
8. If you need to only copy certain items from the course, click “Select Components.”



9. Along the list, check the boxes for which types of items you want to copy.

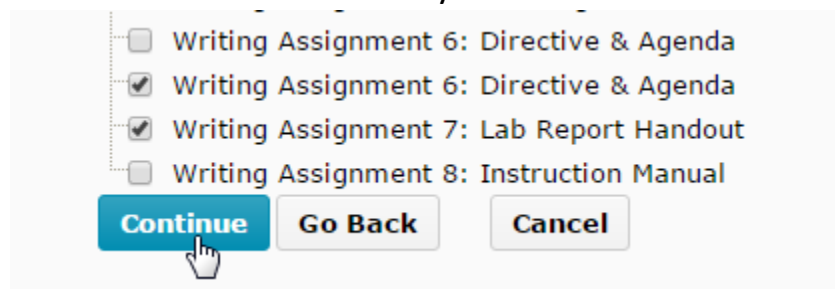
- Select individual items to copy
- Discussions** (26 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
- Assignments** (24 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
- Grades** (35 item(s))

10. When the check box is selected, you have the option to copy all items or select individual items, and you can choose whether to include associated files. **It is recommended that you leave the “include associated files” option selected.** If you need to copy all items, leave it selected and continue through the list. If you need to select individual items, select that and continue through the list. When you are ready, click “Continue.”



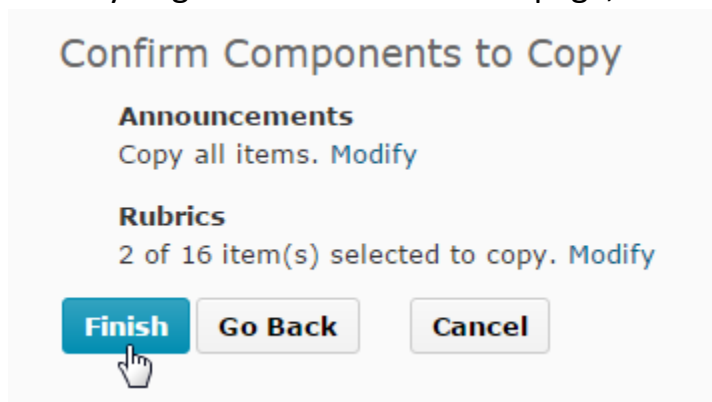
The screenshot shows a selection interface with three main categories: "Announcements (7 item(s))", "Release Conditions", and "Rubrics (16 item(s))". Each category has a checked checkbox and two radio button options: "Copy all items" and "Select individual items to copy". The "Include associated files" checkbox is also checked. At the bottom, there are three buttons: "Continue" (highlighted in blue with a hand cursor), "Go Back", and "Cancel".

11. On the next few screens, you will be given the opportunity to select the individual items of each type (if that option was selected). Select your items and click “Continue” as many times as needed.



The screenshot shows a list of four items with checkboxes: "Writing Assignment 6: Directive & Agenda", "Writing Assignment 6: Directive & Agenda", "Writing Assignment 7: Lab Report Handout", and "Writing Assignment 8: Instruction Manual". The first two items have their checkboxes checked. At the bottom, there are three buttons: "Continue" (highlighted in blue with a hand cursor), "Go Back", and "Cancel".

12. When you get to the confirmation page, click “Finish.”



13. When it is finished loading, you can go into your new course and view the copied content.

Created by Tiffani Reardon, May 2017