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.”

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.
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.”

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.
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