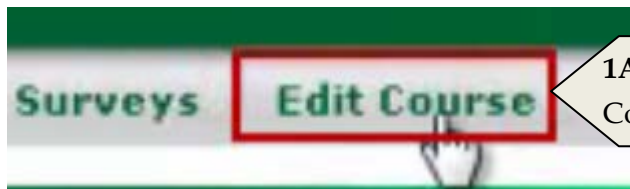


Copy Components

In this tutorial, you will learn how to utilize the “Copy” portion of the “Import/Export/Copy Components” tool in D2L. The Copy Components tool allows you copy Content, Quizzes, Discussion Forums, Dropbox Folders and Grade Items and almost every other type of component from one course to another. This feature saves you time from having to recreate your course’s resources and reduces the amount of work required to create another course.

Step 1. Current Course Component



1A. From the course home page, click the “Edit Course” button on the right side of the page.



1B. Under “tools” select the “Import/Export/Copy Components” button.

What would you like to do?

Copy Components from Another Org Unit

Protected Resources: Include protected resources

Export Components

Course Files: Include course files in the export package

Import Components

Select a component source:

from Learning Object Repository

from a File

1C. From here, select the top button “Copy Components from Another Org Unit”

1D. Click next.

You will see a couple sections pertaining to the components in your course.

Current Course Components

 [Show the current course components](#)

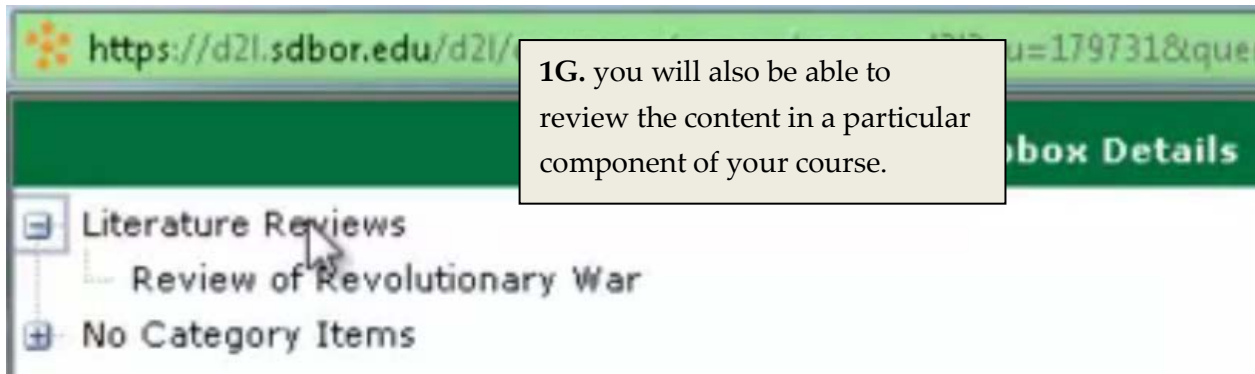
1E. Under “Current Course Components” there is a link that shows your current course components which are your files from your quizzes, content, dropboxes etc.

Competencies

Content



1F. By clicking the magnifier button,



The screenshot shows a web browser address bar with the URL <https://d2l.sdbor.edu/d2l/>. Below the address bar, there is a green header with the text "box Details". The main content area is a tree view with the following items: "Literature Reviews" (expanded), "Review of Revolutionary War" (sub-item), and "No Category Items". A mouse cursor is pointing at the "Review of Revolutionary War" item.

1G. you will also be able to review the content in a particular component of your course.

Step 2. Searching Course Components

The next section down is where you can search through your courses to select the components that you wish to copy.

Copy the selected course components from

Existing Offering

[Search for offering](#)

2A. Click the link “Search for Offering.”

A window pops up that lists the courses you have taught so far.

They also list the course offering code, name, department and semester.

Offering Code ▲	Offering Name	Department	Semester
RLoose	Play Course	BHSU Sandbox	
Sandbox -- RLoose	Sandbox -- RLoose	BHSU Sandbox	SandBox

If for some reason you do not see the course you wish to copy components from, you can search for the course in the search field.

Select Course Offering

Search For: Search [Show Search Options](#)

2B. The link "Show search options" allows you to filter course by code, name etc.

United States - Denver
 The End

 United States - Denver

Offering Code ▲	Offering Name	Department
<input checked="" type="radio"/> RLoose	Play Course	BHSU Sandbox
<input type="radio"/> Sandbox -- RLoose	Sandbox -- RLoose	BHSU Sandbox

20 per page

2C. You can also move to other pages or change the number of courses per page to widen your search.

Date and Time: The Beginning

 United States - Denver
 The End

 United States - Denver

2D. Also included in the search options is the Date and Time of the course.

Discussions (2 item(s))

Copy all items

Select individual items to copy

2E. Click the radio button next to the course you wish to copy from

2F. and then click "Add selected."

Add Selected

Once you add a course, it will take a few seconds to view the components of the selected course.

Discussions (2 item(s))

Copy all items

Select individual items to copy

2G. Once they appear, simply check the box for which component you want to copy and either "Copy all items" or "Select individual items to copy."

Select Discussion Forums and Topics

Select Discussion Forums and Topics to Copy

Select All

[Expand All](#) [Collapse All](#)

Introductions

Back

Please notice that if you choose the second option, after you hit next, it will bring you to a page to select individual components before the "component confirmation" page.

Select Course Material

Confirm Components to Copy

Discussions

Copy all items. [Modify](#)

Back

2H. Hit next once more and your selected components will be successfully copied into your course.

Next

Copy Summary

From: Play Course (RLoose)

To: Play Course -- DOzdemir (Play Course -- DOzdemir)

Discussions

items were successfully copied.

2I. Click "done".

Done

In this tutorial, we learned how to copy components from one of your courses to another.