



Copy Course Components from One Course to Another – D2L Tutorial

This tutorial is designed for faculty who have previously taught using D2L, will be teaching in a future term, and would like their new D2L course site to be set up with the same structure (Content, News items, Quizzes, Dropbox folders, Gradebook, etc.) as their previous D2L course site. It is also for those faculty who have been working in a Development course and are now ready to move their materials and activities into their live course. For further information, please contact elarning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish copy course components (or an entire course) from one D2L course site to another, for example, if you are sharing content with, or receiving content from, another instructor, or if you are simply copying your own content from one course site to another.

NOTE: This process will NOT copy Collaborate sessions. You will need to create new sessions in each course as they are specific to individual courses.

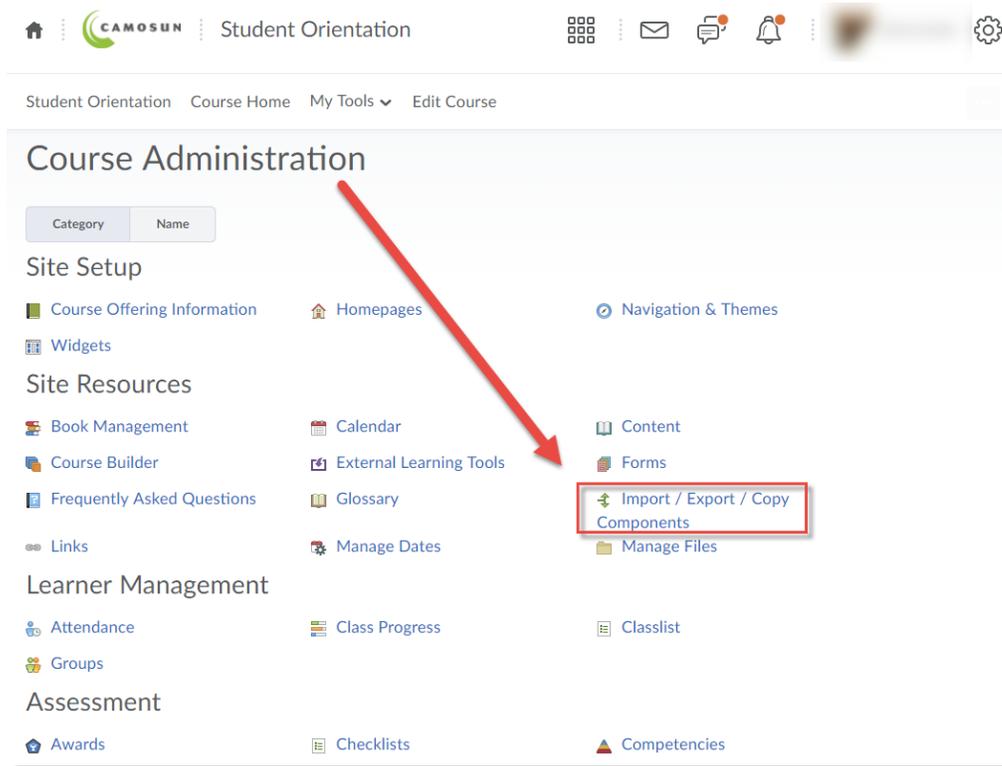
Steps

1. Go to the Course Home of the course you want to copy INTO.
2. Click on **Edit Course** in your course navigation bar.

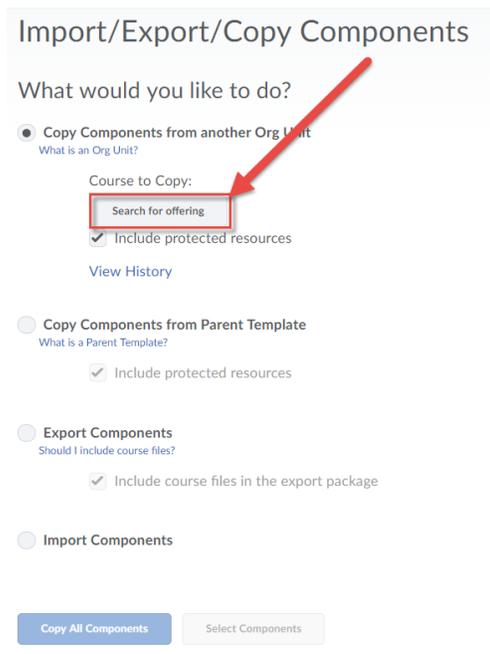
The screenshot shows the top navigation bar of a D2L course site. The navigation bar includes a home icon, the CAMOSUN logo, and the text 'Student Orientation'. To the right are icons for a grid, email, chat, and a notification bell. Below the navigation bar, the 'Edit Course' link is highlighted with a red box, and a red arrow points to it from the 'Student Orientation' text. The main content area below the navigation bar shows a 'News' section with a 'Welcome to Daylight!' announcement, a 'Territorial Acknowledgement' section with a photo of purple flowers, and a 'Bookmarks' section.



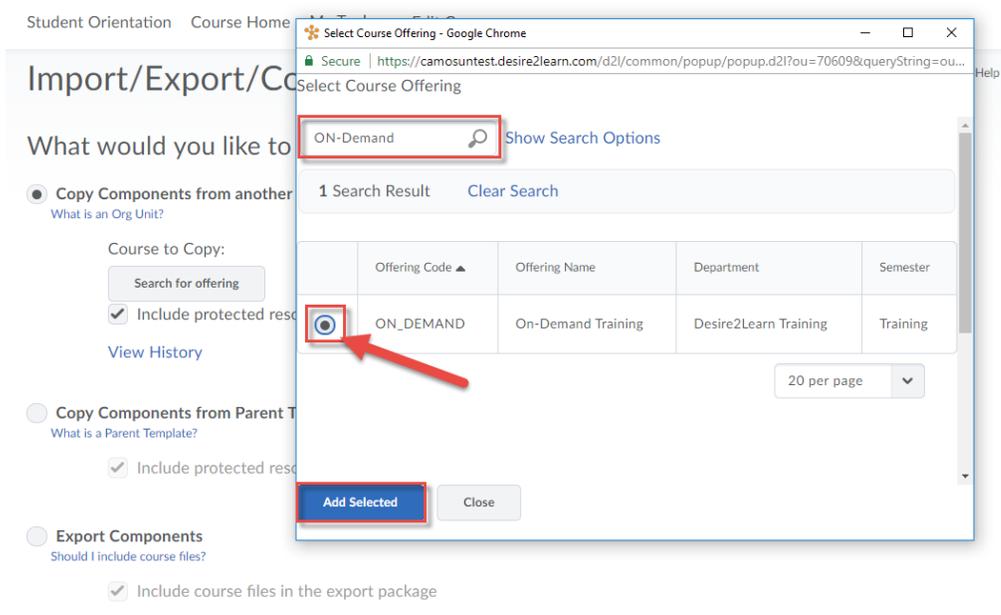
3. Click on **Import/Export/Copy Components**.



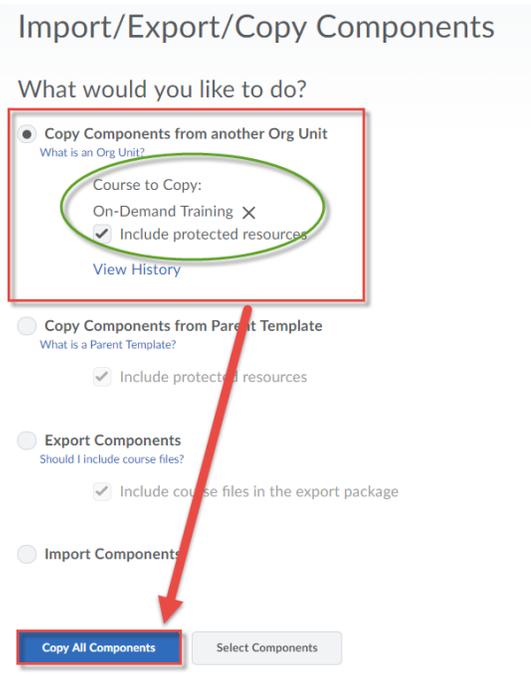
4. Click on the **Search for offering** button to find the course from which you wish to copy components.



5. In the **Select Course Offering** box that opens, search for the course you wish to copy FROM, then click on the radio button next to it. Click **Add Selected**.



6. The pop-up box will close, and the title of the course you selected will appear under **Course to Copy:**. Now, to copy everything from your selected course, click **Copy All Components**. To copy only some of your selected course, click **Select Components**.



7. If you clicked **Select Components**, select the components you wish to copy, then click **Continue**.

Copy Course Components

Choose Components to Copy

[Show the current course components](#)

Select All Components

Content (232 item(s))

- Copy all items
- Select individual items to copy
- Include associated files

Content Display Settings

- Copy all items

Course Files (2877 item(s))

- Copy all items
- Select individual items to copy

Discussions (6 item(s))

- Copy all items
- Select individual items to copy
- Include associated files

Grades (2 item(s))

- Copy all items
- Select individual items to copy

Grades Settings

- Copy all items

Homeworks (1 item(s))

- Copy all items
- Select individual items to copy

8. On the **Confirm Components to Copy** page, click **Finish** to proceed with the copying.

Student Orientation Course Home My Tools Edit Course

Select Course Material

Confirm Components to Copy

Content
Copy all items. [Modify](#)

Grades Item(s)/Categories
Copy all items. [Modify](#)

Things to Remember

If you copy your course, or the same components of your course, more than once, D2L will DUPLICATE the components NOT overwrite them. So, be cautious when copying multiple times into the same course site.

And once more note that this process will NOT copy Collaborate sessions. You will need to create new sessions in each course as they are specific to individual courses.



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