OVERVIEW

Desire2Learn allows for instructors to copy content between courses, including, but not limited to Quizzes, Dropbox folders, and Widgets. This a very useful tool for instructors who offer similar courses simultaneously or during separate semesters. The following documentation demonstrates the process of copying course components/content from one course to another.

This tutorial is operating system independent.

Step 1

Log into the course you wish to copy content into.

Step 2

Click the Edit Course link on the navigation bar.
Step 3

The **Course Administration** page is displayed. Under the **Site Resources** section heading, click the **Import/Export/Copy Components** option.
Step 4

Choose **Copy Components from Another Org Unit**.

**Import/Export/Copy Components**

**What would you like to do?**

- **Copy Components from Another Org Unit**
  - Protected Resources:
    - Include protected resources
  - Course to Copy:
    - Search for offering

- **Parent Template of Current Offering**
  - Protected Resources:
    - Include protected resources

- **Export Components**
  - Course Files:
    - Include course files in the export package

- **import Components**
  - Browse... No file selected.

**Copy All Components**  **Select Components**
Step 5

Check the **Protected Resources** box. Click the **Search for Offering** button.

**Import/Export/Copy Components**

**What would you like to do?**

- Copy Components from Another Org Unit
  - Protected Resources:
    - ✓ Include protected resources
  - Course to Copy:
    - **Search for offering**

- Parent Template of Current Offering
  - Protected Resources:
    - ✓ Include protected resources

- Export Components
  - Course Files: ✓ Include course files in the export package

- Import Components
  - **Browse...** No file selected.

**Copy All Components**  **Select Components**
Step 6

In the **Search For:** text field, enter the course you wish to copy, click the search button, then click the radio button next to the Offering Code.

<table>
<thead>
<tr>
<th>Offering Code</th>
<th>Offering Name</th>
<th>Department</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2113-JTBE-740-22</td>
<td>BUSINESS AND PROFESSIONAL COMMUNICATION-22 (Summer 2013)</td>
<td>ADMIN-CoBE/Online MBA Program</td>
<td>2133 - Summer 2013</td>
</tr>
<tr>
<td>2113-JTBE-740-22</td>
<td>BUSINESS AND PROFESSIONAL COMMUNICATION-22 (Summer 2013)</td>
<td>BE-JTBE</td>
<td>2133 - Summer 2013</td>
</tr>
<tr>
<td>2113-MISC-1879-01</td>
<td>BEINDP '40 - QM Review</td>
<td>Miscellaneous</td>
<td>2133 - Summer 2013</td>
</tr>
</tbody>
</table>
Step 7

Click the **Add Selected** button.
Step 8

Choose either **Copy All Components** or **Select Components**.

*Note:* The remaining steps will explain the process of Selecting Components. If you choose Copy All Components, the materials will begin copying to your course.

**Import/Export/Copy Components**

What would you like to do?

- Copy Components from Another Org Unit
  - Protected Resources:
    - Include protected resources
  - Course to Copy:
    - BUSINESS AND PROFESSIONAL COMMUNICATION-22 (Summer 2013)

- Parent Template of Current Offering
  - Protected Resources:
    - Include protected resources

- Export Components
  - Course Files: Include course files in the export package

- Import Components
  - Browse...

  No file selected.

[Copy All Components] [Select Components]

Step 9

A list of components will appear once you choose a course to copy from. Choose individual components to copy, then click **Continue**.
Copy Course Files

When copying individual course components, be sure to also copy any associated files, which will be in **Course Files**. For example, if you would like to copy a quiz that has images, you need to copy both the quiz and the images associated with the quiz.
Step 10

Review and confirm the items to be copied. If correct, choose **Finish**. If you need to make changes, choose the Go Back button.

### Select Course Material

**Confirm Components to Copy**

- **Content**
  Copy all items. **Modify**

- **Content Display Settings**
  Copy all items. **Modify**

- **Course Files**
  Copy all items. **Modify**

- **Discussions**
  Copy all items. **Modify**

- **Dropbox Folders**
  Copy all items. **Modify**

- **Grades Items/Categories**
  Copy all items. **Modify**

- **Grades Settings**
  Copy all items. **Modify**

- **Groups**
  Copy all items. **Modify**

- **Navigation Bars**
  Copy all items. **Modify**

- **News**
  Copy all items. **Modify**

- **Question Libraries**
  Copy all items. **Modify**

- **Quizzes**
  Copy all items. **Modify**

- **Release Conditions**
  Copy all items. **Modify**

[Finish] [Go Back] [Cancel]
**Step 11**

The materials will begin copying. If all materials are moved successfully, there will be a green check mark next to the left of all chosen materials.

*Note: If you copied over custom homepages or Navbars from your old course, your new course will have the same active homepage/Navbar from your old course. These settings can be changed by going to Edit Course then clicking either Homepages or Navigation & Themes.

*Training adapted with permission from the University of Colorado-Boulder*