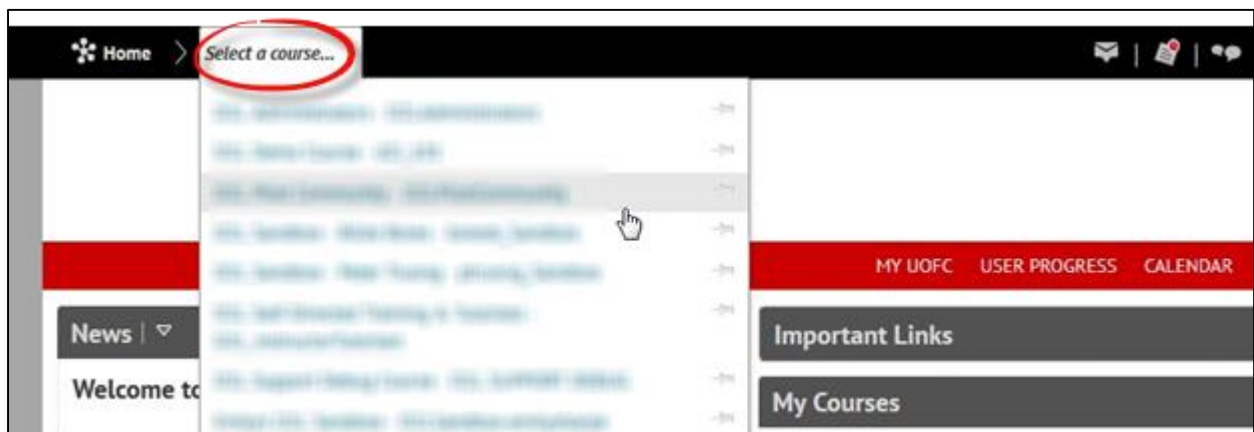




How to Copy Course Materials from an Existing Course in D2L

This document is intended to help instructors copy course materials from one D2L course to another. Please follow the procedure below:

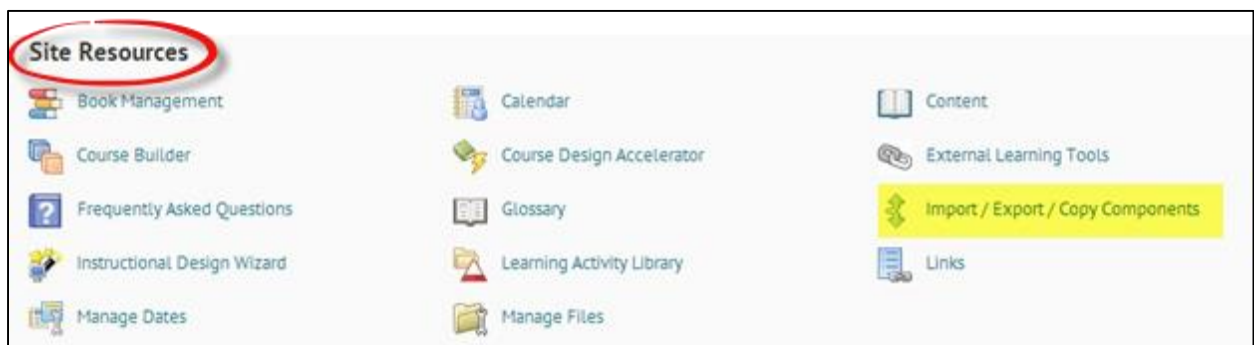
1. From the **Select a course** dropdown menu, select the new course that you want to copy materials into.



2. On the red navigation bar, click **Edit Course**




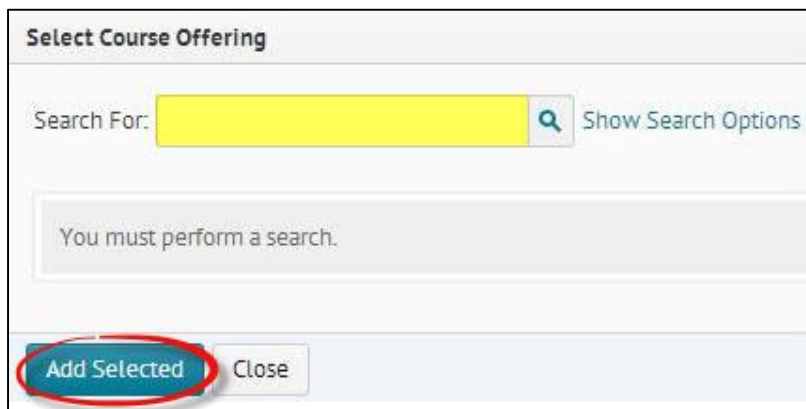
3. In the **Site Resources** section, click **Import/Export/Copy Components**



4. Choose **Copy Components from Another Course**. Ensure that **Include Protected Resources** is checked. Click **Search for Offerings**.



5. In the **Search For** box, enter the course code, title, or some keywords. Alternatively, to view all courses, leave the **Search For** box empty and click on the search icon . From the list of courses, select the course you wish to copy materials from, and click **Add Selected**.



Note You can only copy materials from courses in which you are enrolled in as 'Instructor', 'Instructor Read Only', or 'TA full access'.

6. Once you have selected the course to copy materials from, you have two options:



Note Some faculties may have content/placeholders/settings/grade schemes built-in by default. It is recommended that you review the new site before copying materials into your new D2L course.

1 Copy All Components: Select this option to copy all course materials to the new course site. After the copy process has completed, please review imported files and items for duplication. Due dates and release dates will also need to be updated.

2 Select Components: To ensure selected pieces are copied over properly, please pay attention to the associations you had in the old course. For example, ensure that you select: “include associated files”, and, if you have Dropbox Folders tied to the Gradebook, select the ‘Grades’ and ‘Grade Settings’ options as well. Extra materials can be removed, if necessary, after the course copy process has completed.

Choose Components to Copy

> Show the current course components

Select All Components

Content (118 item(s))

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

Course Files (315 item(s))

- Copy all items
- Select individual items to copy

Discussions (86 item(s))

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

Dropbox (5 item(s))

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

Grades (4 item(s))

- Copy all items
- Select individual items to copy

Grades Settings

- Copy all items

News (1 item(s))

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

Quizzes (4 item(s))

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

Release Conditions

- Copy all items

Rubrics (1 item(s))

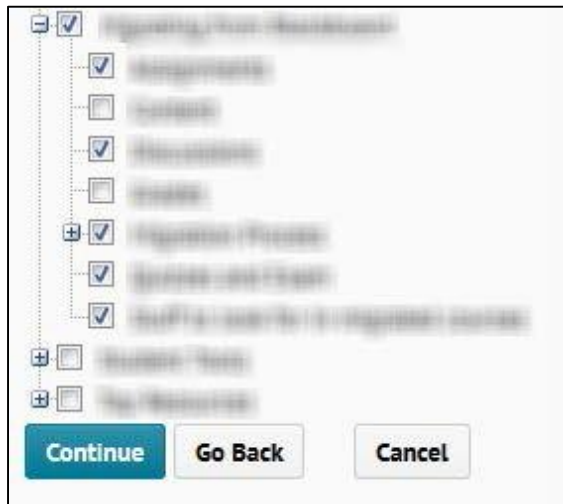
- Copy all items
- Select individual items to copy

Continue

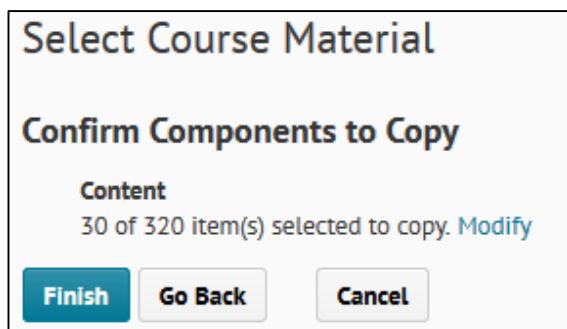
Go Back

Cancel

8. Click **Continue**. If you have selected “Select individual items to copy”, you will be asked to choose which specific components you wish to copy.



9. Under **Confirm Components to Copy**, click **Finish**



10. Under **Copy Course Components History**, you will see a record of when the course copy action has been performed, and by whom. Click **Copy Another Package** to continue copying other course materials, or click **View Content** to check the course components.