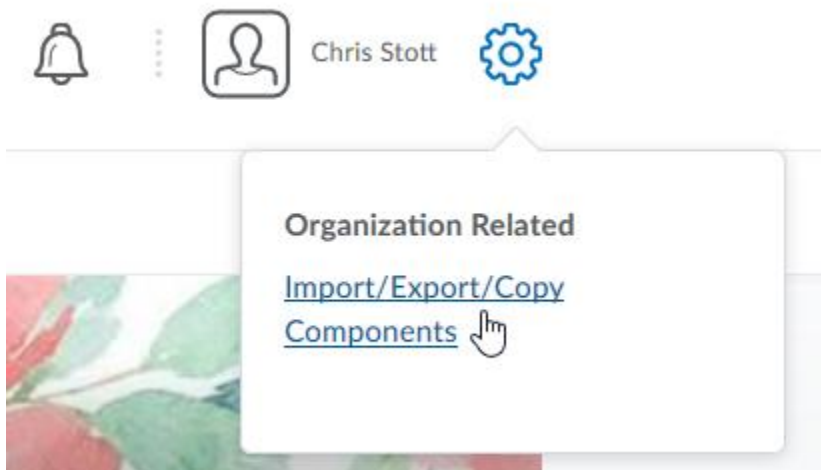


Copying Items from Other Courses in D2L

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.



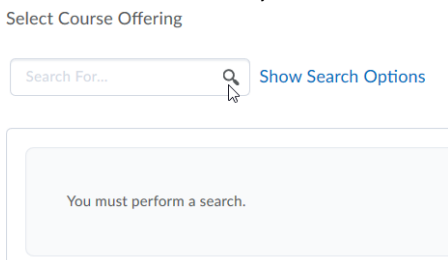
3. Click "Import/Export/Copy Components."



4. A new page will load. Click "Search for offering."



5. In the search bar, search for the *old* course (the one you want to copy items from).



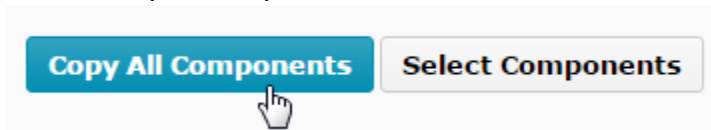
6. Click the button next to the course you want to copy from, and then click “Add Selected.”

	Offering Code ▲	Offering Name	Department	Semester
<input checked="" type="radio"/>	CO.430.TCOM2010.87135.20192	Technical Writing Section 18 Fall Semester 2018 CO	Digital Writing and Media Arts	Fall 2018

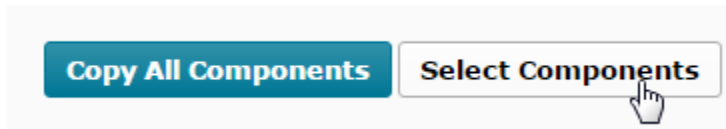
10 per page ▼



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.

- Assignments** (22 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
- Grades** (40 item(s))
 - Copy all items
 - Select individual items to copy
- Grades Settings**
 - Copy all items

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.”

- Assignments** (22 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files

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.

Select Assignment Submission Folders

Select Assignments to Copy

- Select All
- [Expand All](#) [Collapse All](#)
- Major Assignments
- Minor Assignments/Participation

12. When you get to the confirmation page, you have the options to “Offset Dates”, if there is nothing else to change, click “Finish.”

Select Course Material

Confirm Components to Copy

Quizzes
Copy all items. [Modify](#)

Offset Dates

Offset all dates of copied components

Offset by direction and range

Days

Direction Range

Forward

Hours

Direction Range

Forward

Calculate range between two dates

[Finish](#) [Go Back](#) [Cancel](#)

13. When it is finished loading, you can go into your new course and view the copied content.

Created by Tiffani Reardon, May 2017

Updated by Chris Stott, May 2019