

This function allows you to copy a specific course component from one of your courses (source course) to another one (destination course). You can only perform this action if you have Instructor access to both courses. Steps that you need to take are as follow:

1. In Brightspace, go to the **destination** course.
2. Click on *Edit Course* on the navbar.



3. In the *Course Administration* page that opens, click on *Import/Export/Copy Components* option within the *Site Resources* group of tools.



The *Import/Export/Copy Components* page will open.

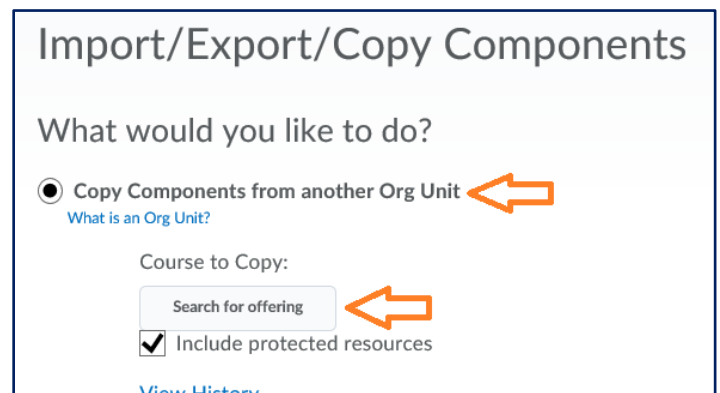
4. Under *What would you like to do?* choose the *Copy Components from Another Org Unit* option.

Notes:

- This option is usually selected by default.
- “*Another Org Unit*” means another course.

5. Click on *Search for offering* button.

The *Select Course Offering* pop-up window will open.

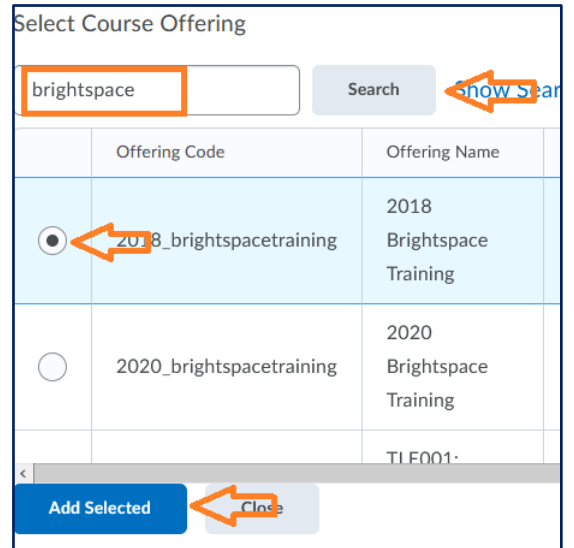


6. In the *Search For:* field enter the destination course code, or part of it, and click on the magnifying glass icon.

List of courses that match your search, and you have access to, will appear.

7. Select the source course, i.e. the course you want to copy components from.
8. Click on *Add Selected* button.

This will take you back to *Import/Export/Copy Components* page.



	Offering Code	Offering Name
<input checked="" type="radio"/>	2018_brightspacetraining	2018 Brightspace Training
<input type="radio"/>	2020_brightspacetraining	2020 Brightspace Training
		TLE001-

Buttons: Add Selected, Close

9. At the bottom of the page click on *Select Components* button.



Buttons: Copy All Components, Select Components

Note: If the destination course is blank, i.e. an empty shell, and you want to copy everything over from the source course, you can click on *Copy All Components* button.

In the next page you get a list of course components to choose from for copying.

10. Select the components that you want to copy from source course to the destination course.
11. Where applicable, make sure to choose correctly between *Copy all items* and *Select individual items to copy*.

Notes:

- Select the option of *Include associated files* for any component that may have associated files (e.g. files attached to News items, or images attached to quiz questions).
- When copying *Content*, make sure to copy *Content Display Settings*.
- When copying *Grades*, you usually need to copy the *Grades Settings* as well.

12. Click on *Continue* button.

13. Review your choices to make sure you are copying the right components.
14. When copying components that are set with specific dates in the past, like calendar events, assignments, quizzes, etc., you can use the *Offset Dates* step to reset the dates to match the current offering of the course. If you don't, you can set the dates after the copying process is complete.

Note: You have the option to *Modify* your choices in this page or *Go Back* to the previous pages for modification.

15. Click on *Finish* button at the bottom of the page.
16. Follow the prompts to the end of the process.

If you have chosen to *Select individual items to copy* option for any of the components, you will be prompted to choose the individual items from the list of that specific component. For example you'll see a list of all quizzes in the source course to choose the ones you want to copy.

17. When you reach the *copy Course Components History* screen, you can use the navigation options to check that the copied component(s) is accessible in the course.

If you have copied content items choose the *View Content* to double check the copied components.

Confirm Components to Copy

Quizzes
Copy all items. [Modify](#)

Offset Dates

Offset all dates of copied components

Offset by direction and range

Calculate range between two dates

From

4/17/2018

7:00 AM

Now

Canada - Edmonton

To

11/20/2018

7:00 AM

Now

Copy Course Components History

TLE001: Teaching with Brightspace - 18APRMNOL
Copy Selected Components Started: fmahdavi.admin, Thursday, September 27, 2018 1:28 PM MDT

Copy Completed: Sep 27, 2018 1:28 PM ✔

TLE001: Teaching with Brightspace - 18APRMNOL
Copy Selected Components Started: fmahdavi.admin, Thursday, September 27, 2018 1:14 PM MDT

Copy Completed: Sep 27, 2018 1:15 PM ✔

Copy Another Package

View Content

Review and Manage Dates

Review and Manage Dates button will allow you to ensure the dates set on the components of the destination course are accurate and modify them if needed.