How to Copy Content into D2L Course Offerings

Desire2Learn allows instructors to copy content from one course offering into another course offering that they have instructor rights in.

- Click the course offering name of the course to import content into
- Click Edit Course from the course navbar
- Click Import / Export / Copy Components from the right-hand side Tools options

Tools
- Manage Dates
  View, edit, offset, and remove availability dates, and manage the Calendar display status for your course objects
- Import / Export / Copy Components
  Import course components from a file or copy them from another org unit, export components to a zip file.

- Under the What would you like to do? options, keep the default—Copy Components from Another Org Unit—selected, along with Included protected resources if you choose to copy those as well, if there were any

Import/Export/Copy Components

What would you like to do?
- Copy Components from Another Org Unit
  Protected Resources: Include protected resources

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

- Import Components

Choose File
No file chosen

- Click Next
- Under the Copy the selected course components from option, keep the default—Existing Offering—selected
- From the Select Offering dropdown option, scroll and click on the course offering to copy components from
- The page will refresh and give you the option to Choose Components to Copy

Copy Course Components

Current Course Components
- Show the current course components

Copy the selected course components from
- Existing Offering

VSU D2L Instructor Sandbox 00-vsets/instructor02/VSU_D2L_Instructor_Sandbox_for_offering

- Parent Template of Current Offering

Choose Components to Copy
- Select All Components
- Competencies (3 item(s))
  - Copy all items
  - Select individual items to copy
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- The next page will confirm which components will be copied.
  - If there are any changes to make, click the Modify link next to the area(s) to modify
    - Once any modifications are complete, click Next
  - If there are no changes to make, click Next
- Click Next
- The Copy Summary will display how the course components are being copied into your current course offering.

Once this process successfully completes, click Done

Copy Course Components

Copy Summary
From: VSU:COL Instructor Sandbox C0 systeinsidector02 (VSU:COL_Instructor_Sandbox_C0_studentinstructor02)
To: VSU:COL Instructor Sandbox C0 vsuteinsidector02 (VSU:COL_Instructor_Sandbox_C0_vsuteinsidector02)
✓ Content
  Items were successfully copied.
✓ Course Files
  Items were successfully copied.
The following file names were duplicated:
  Overwrite.html
  Activities/Activity-Creating Discussion Forums and Topics.html
  Activities/Activity-Creating Dropbox.html
  Activities/Activity-Creating Groups.html
  Activities/Activity-Creating News Items.html
  Activities/Activity-Entering Grades.html
  Activities/Activity-Setting Up the Gradebook.html
  Activities/Activity-Using the Pager.html
✓ Discussions
  Items were successfully copied.
✓ News
  Items were successfully copied.
✓ Dropboxes
  Items were successfully copied.
✓ Grades Items/Categories
  Items were successfully copied.
✓ Grades Settings
  Items were successfully copied.
✓ Content Display Settings
  Items were successfully copied.
✓ Competencies
  Items were successfully copied.
✓ Release Conditions
  Items were successfully copied.

Done

- This will bring you back to the Import / Export / Copy Components page. D2L allows instructors to repeat the Copy Components from Another Org Unit as many times as necessary. If you are done copying components, proceed to Course Home or another location within your course to review the copied components and assure they copied as you expected