Overview

Referencing this guide you should be able to copy an entire course, or individual course components from one shell to another.

Copy a Course

Follow these instructions to copy ALL content from one course to another.

1. Begin on the My Home page in D2L. This is the first page that you see after signing into D2L.
2. Make a note of the CRN number for the course you would like to copy content from. If you are copying from a master course template, make a note of the course’s title instead.
3. Enter your new course which you would like to copy content to.
4. From your course’s home page, select Course Management in upper right hand corner.
5. Select **Course Admin** from the drop down menu.

6. Select **Import / Export / Copy Components**.

7. Select **Search for offering**.

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For further assistance please contact the IT Helpdesk at (866) 813-1177
8. In the **Search For** text box, entered the CRN number or the course title of the course you would like to copy from. Remember you made a note of this earlier on. Then click the magnifying glass **Search** button.

![Search For: 90445](image)

9. Select the radio button to the left of the course you would like to copy from. Then click **Add Selected**.

![Select the radio button](image)

10. Finally, select **Copy All Components**.

![Copy All Components](image)

11. Give D2L a few minutes to complete the course copy. Once the copy completes you will see a green checkmark appear on screen. Once you see the green checkmark, the course has been successfully copied and you may now navigate away from this screen.

![Copy Completed: Dec 22, 2016 3:06 PM](image)
Copy Course Components

Follow the instructions to copy individual components of one course into another.

1. Follow steps one through nine of the Copy a Course instructions above.
2. Now select Select Components.

3. Select the checkbox next to the component(s) you would like to copy. To further specify which individual components you’d like to copy, also select the Select individual items to copy radio button.

4. Select Continue. If necessary, continue selecting individual components.

5. Finally click Finish.
6. Give D2L a few minutes to complete the course copy. Once the copy completes you will see a green checkmark appear on screen. Once you see the green checkmark, the course has been successfully copied and you may now navigate a way from this screen.