Copy Course

Save time by copying content from one D2L course to another. Student data is never copied in this process.

**Copy**

1. Access the course that needs content and click **Edit Course** on the upper right side of the navigation bar.

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

3. Click the **Search for offering** button.

4. Enter search terms (e.g., PSYC 100) in the applicable field and click the **magnifying glass icon**.

5. Select the **radio button** next to the course you wish to copy and click **Add Selected** at the bottom of the box.

6. Select **Copy All Components** at the bottom of the page. **IMPORTANT:** You can use the **Select Components** option, but please use caution. If you are copying any items from **Content**, it is necessary to copy **Course Files** as well. Without these files, the links is content will break.

7. Wait until the following message is replaced with the following message.

   ![Message](https://example.com/message.png)

   **Check and Update Course**

   Do the following after you copy your course.

   - Check links. For example, click the topic names in Content to verify they open properly and are linked to the proper document, tool, or website.
   - Adjust start, end, and due dates as necessary in Content, Dropbox, Discussions, Quizzes and News.
   - Preview quizzes and check or update quiz submission views.
   - Change release conditions (e.g., restricting discussions by group membership).
   - Update documents that change each semester (e.g., syllabus). Change the term, any specific course information (e.g., due dates), and office hours.
   - Refer to the **Setup Grades** guide to check your settings.
   - Delete old News items via the **News drop-down arrow » Go to News Tool**. **NOTE:** Students may be able to see items that you do not if you have “dismissed” them.
   - Check enrollments in **Groups** tool.