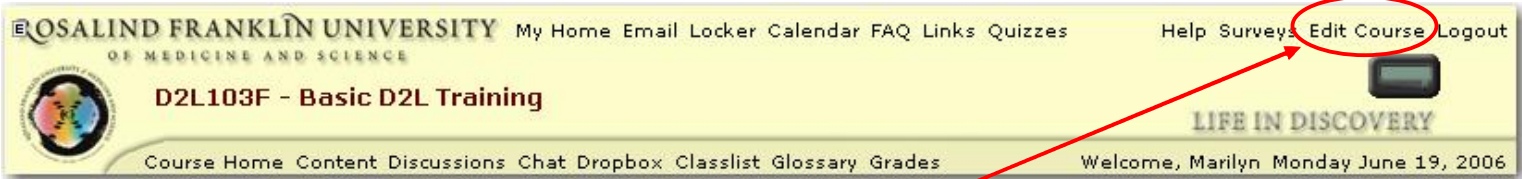



D2L104	<i>Desire2Learn: Copying Course Components (Content Tools 1):</i>
Introduction	D2L Content Tools 1 consists of three parts: Copying Course Components, File Structure – Best Practices, and HTML Editor Basics. The following instructions provide the necessary steps for copying content from one course to another. However, the same process can be used to copy any course component including quizzes, checklists, etc.
Step 1	OPEN the new course (ex. D2L103F) that you want to copy content TO .
Step 2	 <p>SELECT the Edit Course link from the upper right Navigation Bar.</p>
Step 3	<p>The Manage Course Offering page will appear.</p>  <p>SELECT the Components link.</p>

Step 4 The Import/Export/Copy Components screen opens.

SELECT the radio dial button next **Copy Components from another Org Unit** (see below)

Import/Export/Copy Components

What would you like to do?


Copy Components from another Org Unit

Export Components

Import Components

from a File

SELECT the **Next** button.

<p>Step 5</p>	<p>The Copy Course Components screen opens.</p> <p>Notice: The top portion under the title Current Course Components contains a list of the available components. You can view your current components by select the view detail icon () to the right of the Component.</p> <p>Scroll to the bottom of the screen to the Copy the selected components from section (see below):</p> <div data-bbox="642 513 1827 799" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Copy the selected course components from</p> <p><input checked="" type="radio"/> Existing Offering</p> <p style="margin-left: 20px;">D2L101 - Basic D2L Training(D2L101-2006) ▼</p> <p style="margin-left: 20px;">Search for offering Select if you cannot find your course in the list.</p> <p><input type="radio"/> Parent Template of Current Offering</p> </div> <p>From the Existing Offerings drop down box, SELECT existing course that you want to copy content FROM.</p>
<p>Step 6</p> <p>Note: if you want to copy more than just the content, check the box next to the additional components you want included.</p>	<p>This will automatically bring up the Choose Components to Copy section</p> <p>Note: This new version of D2L (v8.1) allows you to select individual items within a component.</p> <p>To select individual components within Content SELECT the checkbox next to Content, Content Display Settings and Course Files.</p> <p>Below Content and Course Files, SELECT the radio dial button to the left of Select individual items to copy .</p> <p>Note: You must select Content Display settings to copy the "look" from the old course and Course Files to copy the files associated with the content titles.</p>

To copy all the components check the select all box.

Choose Components to Copy

- Select All Components
- Content** (33 item(s))
 - Copy all items
 - Select individual items to copy
- Content Display Settings**
 - Copy all items
- Course Files** (30 item(s))
 - Copy all items
 - Select individual items to copy

Content Component descriptions:

Course files – This includes all the files and directories contained in the manage file area of the existing course. If you have placed modified versions of these files in the new course make sure you change the name. Existing files with the same name will be overwritten with the old files.

Content – This will copy the modules and topics from the existing course. This does not include the files that are linked to the content items. You must select "course files" if you want the files associated with the content copied as well.

Content display settings – This will copy the formatting of the content including enumerations and format strings that define the look and feel of content navigation.

SELECT the **Next** button located in the bottom right corner.

Step 7

The first screen that appears is the Select Content Modules and Tops to Copy Screen

SELECT the specific components you wish to copy (see below)

Select Content Modules and Topics

Select Content Modules and Topics to Copy

Select All
[Expand All](#) [Collapse All](#)

- Unit One - Introduction
 - Getting around in D2L
- Unit Two - Personalize D2L
- Unit Three - WebCT Course Transfer
- Unit Four - Creating Interactive Content
- Unit Five - Evaluation Tools
 - Evaluation Tools
- Unit Six - Setting up the Gradebook
- Unit Seven - Communication Tools
- Unit Eight - Course Administration
- Unit Nine - Personal Tools
- Training Manual from Desire2Learn

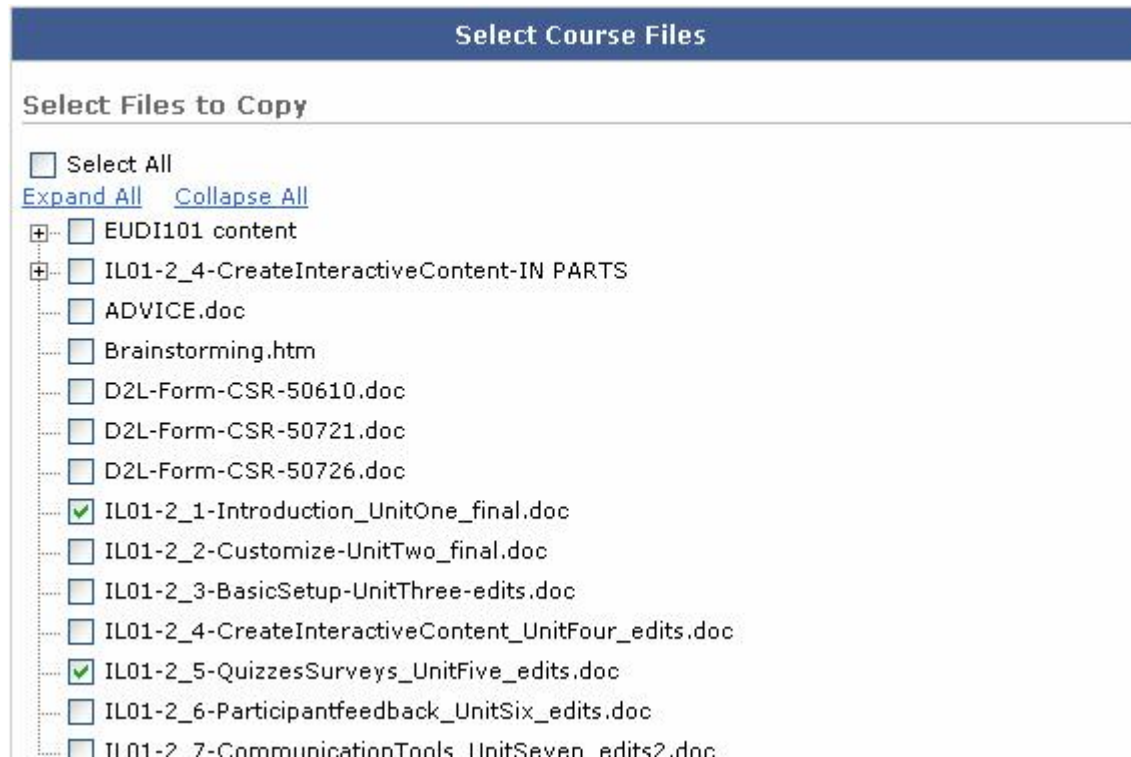
Back **Next**

SELECT the **Next** button

Step 8

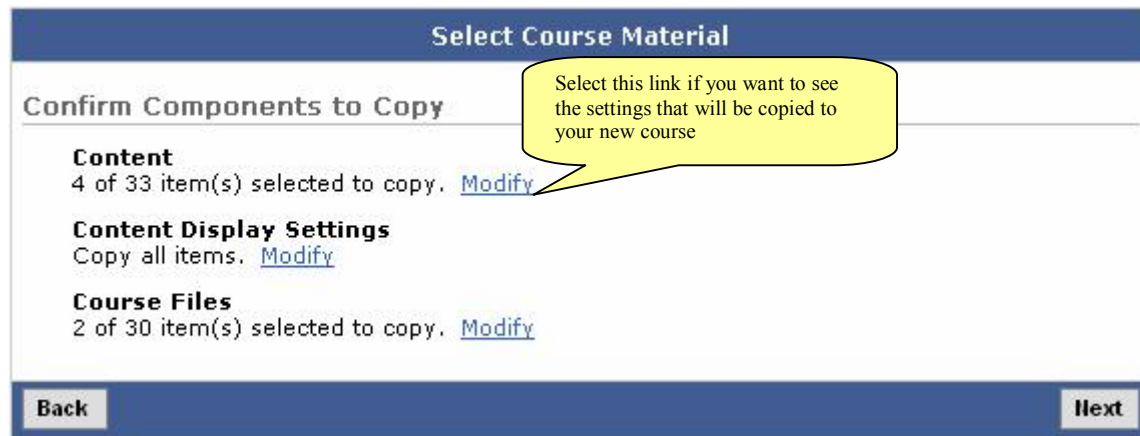
Select Course Files is the next screen to open.

SELECT the ALL files associated with the Content Modules and Topic you select above.



SELECT the **Next** button

Step 9 The Confirm Components to Copy screen opens.



SELECT the **Next** button

Step 10 This will bring you back to the Copy Course Components page.



SELECT the **Go To Course** link to return to the course.