Before You Begin

Copying in Desire2Learn is always a “pull” process: go to the place where you want the content to end up, and then “pull” the content in from another location.

If you are copying content into a course that already contains similar content, the system will automatically do two things:

- **Course Files** (e.g., PowerPoint, MS Word, Excel, PDF) are *overwritten*: items from the source that have the same file names as those in the target course will replace the ones in the target course.
- **D2L elements** (Modules, HTML Files, Quizzes, Dropboxes, Rubrics, etc.) are *duplicated*: items with the same name are placed next to the existing items—meaning you’ll end up with doubles. This happens most often when copying from a semester course “backward” into a Master course shell.

To avoid creating duplicates, it is a best practice to delete unwanted versions of content from the target course before copying replacements in from a source course.

Follow the steps below to copy content from one course shell into another (e.g. from a Master course shell into an empty teaching shell for the semester).

**Copying Components**

1. Enter the course to which you want to add materials.
2. Select *Edit Course* in the navigation area.
   - **Result**: The *Course Administration* screen displays.
3. In the *Site Resources* section, select *Import/Export/Copy Components*.
   - **Result**: The *Import/Export/Copy Components* screen displays.
4. Select the *Copy Components from Another Org Unit* radio button.
5. Click the *Search for Offering* button.
   - **Result**: The *Select Course Offering* dialog box opens.
6. Select the radio button for the course that contains the items you want to copy.
7. Click the *Add Selected* button.
   - **Result**: The *Import/Export/Copy Components* screen is updated to display the selected course.
8. Do you want to copy the entire course, or just specific items?
   - If the entire course, go to Step 9.
   - If specific items, go to Step 11.
9. Click the *Copy All Components* button.
   - **Result**: The *Copy Course Components History* screen displays, containing a copy-process progress bar.
   - **Note**: The copy process typically takes less than five minutes.
10. When the copy process is done, click the *View Content* button. Go to Step 19.
11. Click the *Select Components* button.
   - **Result**: The *Copy Course Components* screen displays.
12. Check the box(es) for the categories from which you wish to copy items.
   **Important:** To copy **Content** items, always check the boxes for **Content** and **Course Files**. Not checking both boxes so means that the course links to files will transfer, but not the files themselves.

13. For categories that contain multiple items, select either **Copy all items** or **Select individual items to copy**, as desired.

14. Click the **Continue** button.
   **Note:** A separate **Select** screen will display for categories with multiple items. If needed, use the **Expand** ( ) tool to view and select desired items in each category, then click the **Continue** button for each category.

15. The **Select Course Material: Confirm Components to Copy** screen displays.

16. Are the components listed on the screen the correct ones to copy?
   - If yes, go to Step 17.
   - If no, click the **Go Back** button, and go to Step 12.

17. Click the **Finish** button.
   **Result:** The **Copy Course Components** screen displays, containing a **Copy Summary** list of items copied.
   **Note:** The copy process typically takes less than five minutes.

18. On completion of the copy process, click the **Done** button.

19. Click the **Course Home** link in the navigation area.
   **Result:** The **Course Home** screen displays.

20. Enter the various areas of the course and check that links work and copied information appears correctly. Use the **Copying Checklist** below as a guide.

**Copying Checklist**

- Check that all desired components copied correctly from the source course. For example, click **Module** and item names in the **Content** list to verify that they open properly and are linked to the proper documents or tools.
- Change all of the dates in your course **Calendar**.
- Adjust the course start and/or end dates, if necessary.
- Change release dates/times to the current semester’s schedule for **Quizzes**, **Content**, **Dropboxes**, and **Discussions**.
- Repopulate small groups in the **Groups--->Manage Groups** tool.
- Update documents, such as your syllabus, that change each semester. Be sure to change the term, any specific course information, and office hours that might have changed.
- Check all of the Internet links that you provide for your students. Make sure that the web sites to which there are links still exist and that the URLs have not changed.
- Check your **Quicklinks**. Make sure that linked course files (e.g., PowerPoint, MS Word, Excel, PDF) were also copied to the new course.
- Although **Grade** categories and items copy over from previous courses, you will still need to complete the **Grades Setup** process in the target course.