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

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

- 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
  - Select, Select All Components, if you wish to copy the complete course offering and click Next
  - Select the individual checkmarks next to the specific components to copy if you only want certain items and click Next

Copy Course Components

Choose Components to Copy
- Select All Components
- Competencies

Current Course Components
- Show the current course components

Copy the selected course components from
- Existing Offering
  - VSU D2L Instructor Sandbox 00-vsutestinstructor02\VSU_D2L_Instructor_Sandbox 00-VSU D2L Instructor_Sandbox
  - Search 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
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: FSU GOI Instructor Sandbox CO system/instructor/G2 (FSU_D2L_Instructor_Sandbox_CO_system/instructor/G2)
  - To: FSU GOI Instructor Sandbox CO system/instructor/G2 (FSU_D2L_Instructor_Sandbox_CO_system/instructor/G2)
- 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-item.html
    - Activities/activity-entering-grades.html
    - Activities/activity-setting-up-the-gradebook.html
    - Activities/activity-using-the-grades.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.

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.