Haskayne "How To"
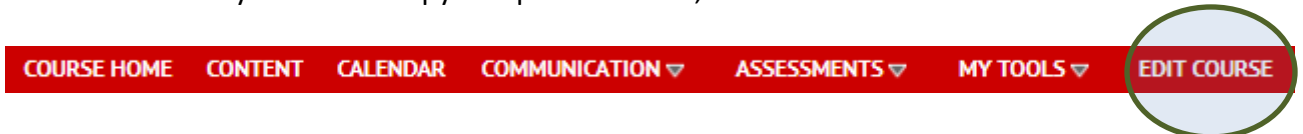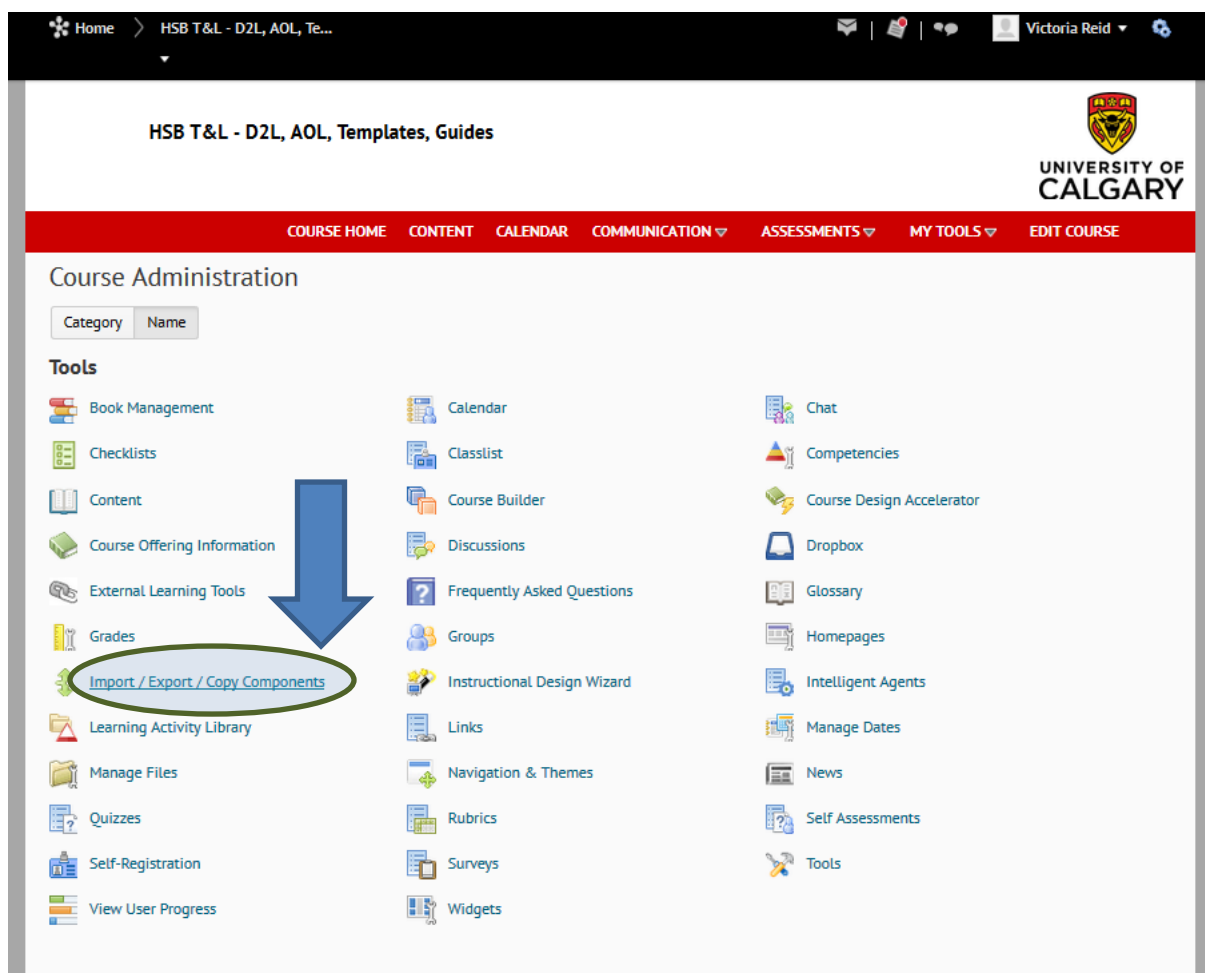
How to… copy content and components from one D2L site to another
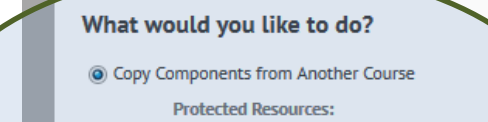
1. In the site that you wish to copy components INTO, click on "Edit Course:

2. Click "Import/Export/Copy Components"

Import/Export/Copy Components

What would you like to do?

◉ Copy Components from Another Course

  Protected Resources:
  ☑ Include protected resources

  Course to Copy:

  [Search for offering]

◯ Parent Template of Current Offering

  Protected Resources:
  ☑ Include protected resources

◯ Export Components

  Course Files: ☑ Include course files in the export package ❓

◯ Import Components

  Select a component source:

  ◯ from Learning Object Repository

  ◉ from a File

    [Browse...] No file selected.

[Copy All Components] [Select Components]

3. Select "Copy Components from Another [Course]" click "Search for Offering."

4. Enter a "search for" term – for example, SGMA234 or "sandbox" to pull up available courses, then select the correct one. Then click "add selected."

🏠 Home   HSB T&L - D2L, AOL, Te...   ✉ | 🔔 | 👤   Victoria Reid ▼

HSB T&L - D2L, AOL, Templates, Guides

UNIVERSITY OF CALGARY

COURSE HOME   CONTENT   CALENDAR   COMMUNICATION ▽   ASSESSMENTS ▽   MY TOOLS ▽   EDIT COURSE

Import/Export/Copy Components   ❓ Help

What would you like to do?

◉ Copy Components from Another Course

  Protected Resources:
  ☑ Include protected resources

  Course to Copy:
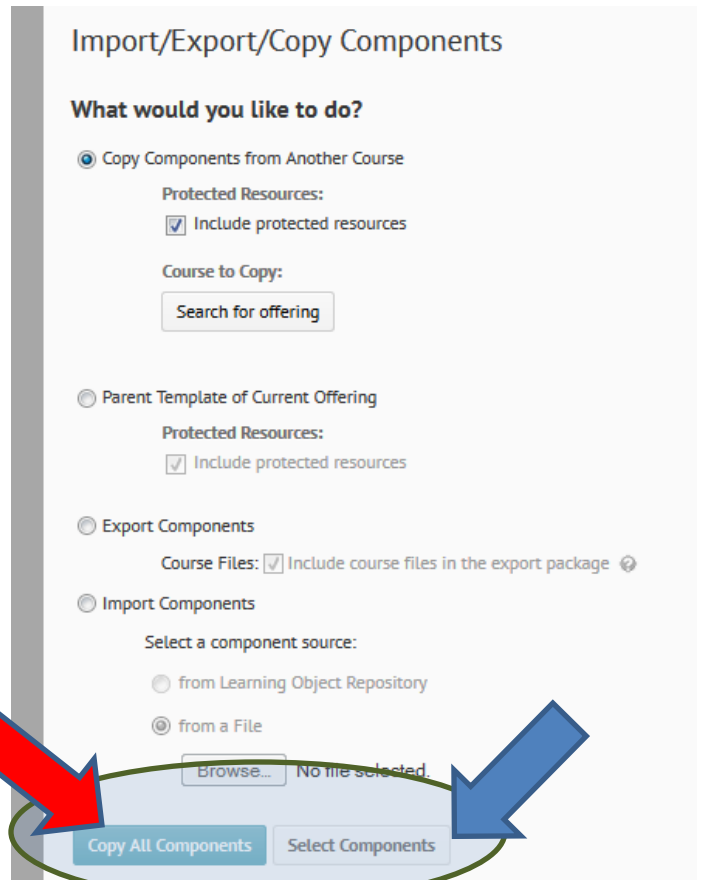 [Search for offering]
  View History

◯ Parent Template of Current Offering

  Protected Resources:
  ☑ Include protected resources

◯ Export Components

  Course Files: ☑ Include course files in the export package ❓

◯ Import Components

  Select a component source:

  ◯ from Learning Object Repository

  ◉ from a File

    [Browse...] No file selected.

[Copy All Components] [Select Components]

Select Course Offering - Mozilla Firefox

🔒 https://d2l.ucalgary.ca/d2l/common/popup/popup.d2l?ou=23749&queryString=ou%3D23749%26mode%3...

Select Course Offering

Search For: [sandbox]   🔍 Show Search Options

1 Search Result   Clear Search

[20 ▼] per page

	Offering Code ▲	Offering Name	Department	Semester
◯	vhales_Sandbox	D2L Sandbox - Victoria Reid	Training	Ongoing

[20 ▼] per page

[Add Selected] [Close]

Import/Export/Copy Components

What would you like to do?

◉ Copy Components from Another Course
  Protected Resources:
  ☑ Include protected resources

  Course to Copy:
  [Search for offering]

○ Parent Template of Current Offering
  Protected Resources:
  ☑ Include protected resources

○ Export Components
  Course Files: ☑ Include course files in the export package ❓

○ Import Components
  Select a component source:
  ○ from Learning Object Repository
  ◉ from a File
  [Browse...] No file selected.

[Copy All Components] [Select Components]

5. **On the next page, you need to make a choice:**
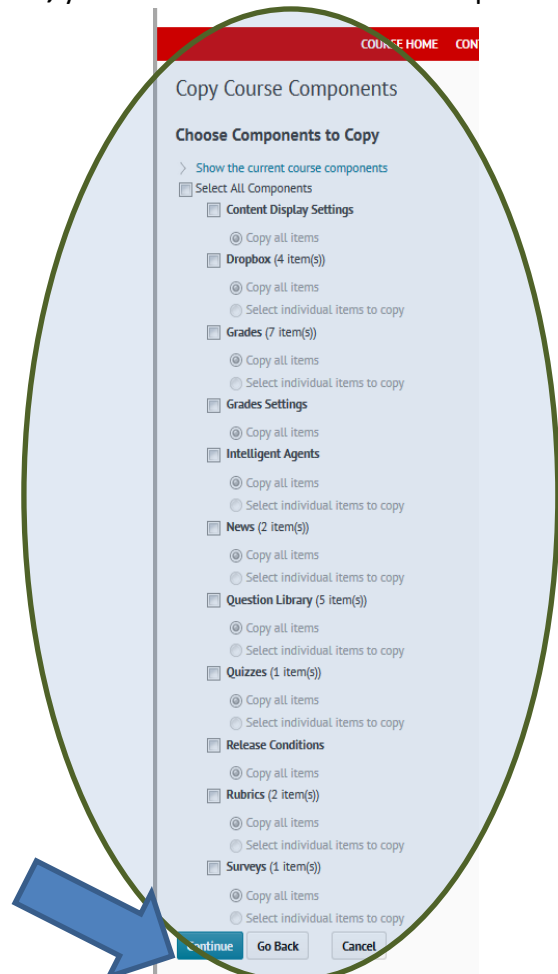
   If you wish to copy the entire course (NOT RECOMMENDED), click the blue "Copy all Components" button. This will copy all components, including discussion boards, dropboxes, news items, calendar items, etc. over to the new course.

   If you wish to only copy certain components (RECOMMENDED), click the "Select Components" button.
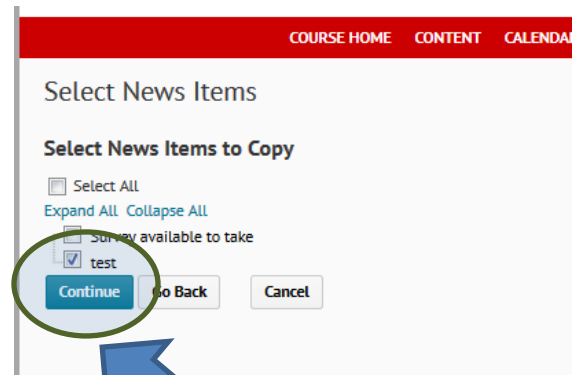
If you've chosen to select **only certain components,** you'll need to select all the components you wish to copy and then click "Continue"
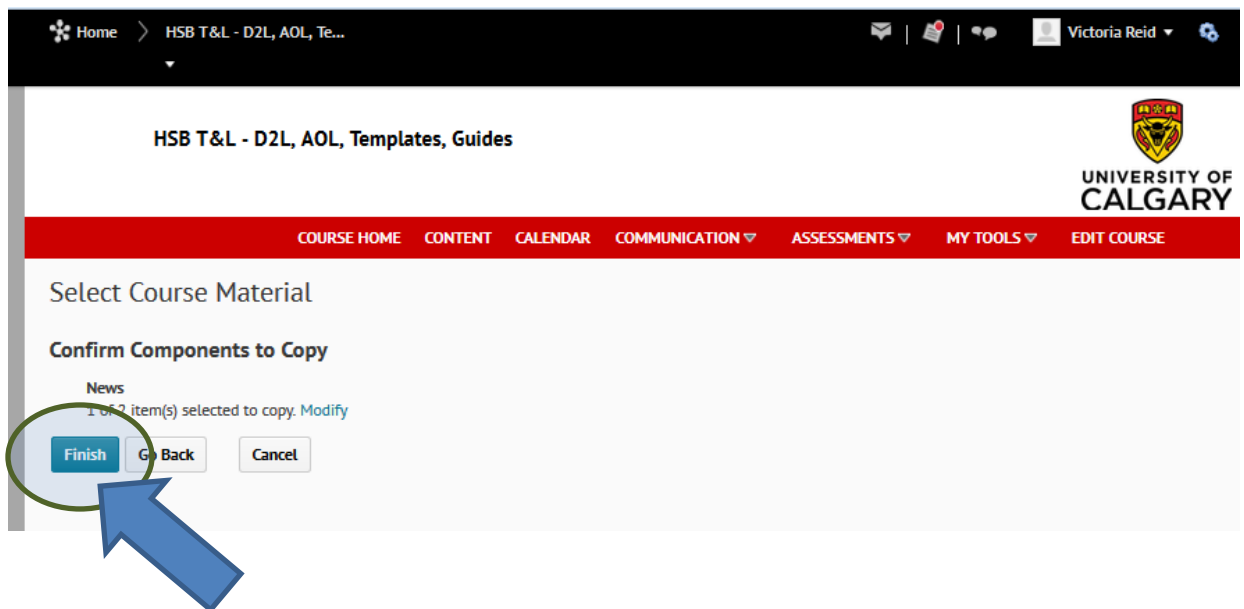
COURSE HOME CON

Copy Course Components

Choose Components to Copy

> Show the current course components
☐ Select All Components
  ☐ **Content Display Settings**
    ◉ Copy all items
  ☐ **Dropbox (4 item(s))**
    ◉ Copy all items
    ○ Select individual items to copy
  ☐ **Grades (7 item(s))**
    ◉ Copy all items
    ○ Select individual items to copy
  ☐ **Grades Settings**
    ◉ Copy all items
  ☐ **Intelligent Agents**
    ◉ Copy all items
    ○ Select individual items to copy
  ☐ **News (2 item(s))**
    ◉ Copy all items
    ○ Select individual items to copy
  ☐ **Question Library (5 item(s))**
    ◉ Copy all items
    ○ Select individual items to copy
  ☐ **Quizzes (1 item(s))**
    ◉ Copy all items
    ○ Select individual items to copy
  ☐ **Release Conditions**
    ◉ Copy all items
  ☐ **Rubrics (2 item(s))**
    ◉ Copy all items
    ○ Select individual items to copy
  ☐ **Surveys (1 item(s))**
    ◉ Copy all items
    ○ Select individual items to copy

[Continue] [Go Back] [Cancel]

6. Confirm your selections and click "Continue"

7. Click "Finish"

8. Navigate through your course to see the components that have been copied over.