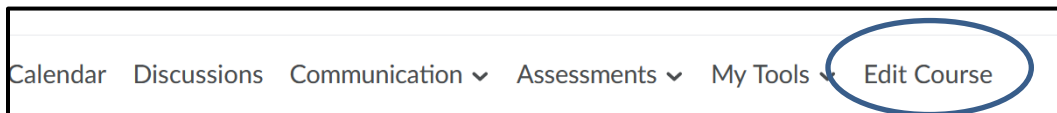
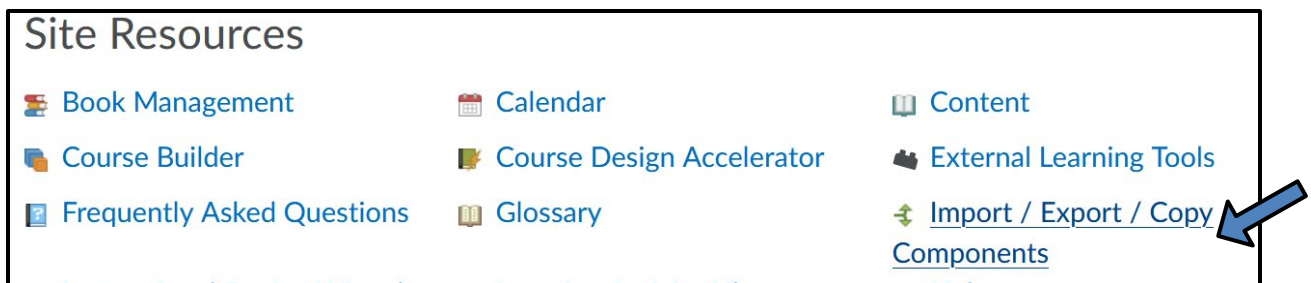


How to Copy content and components from one D2L site to another

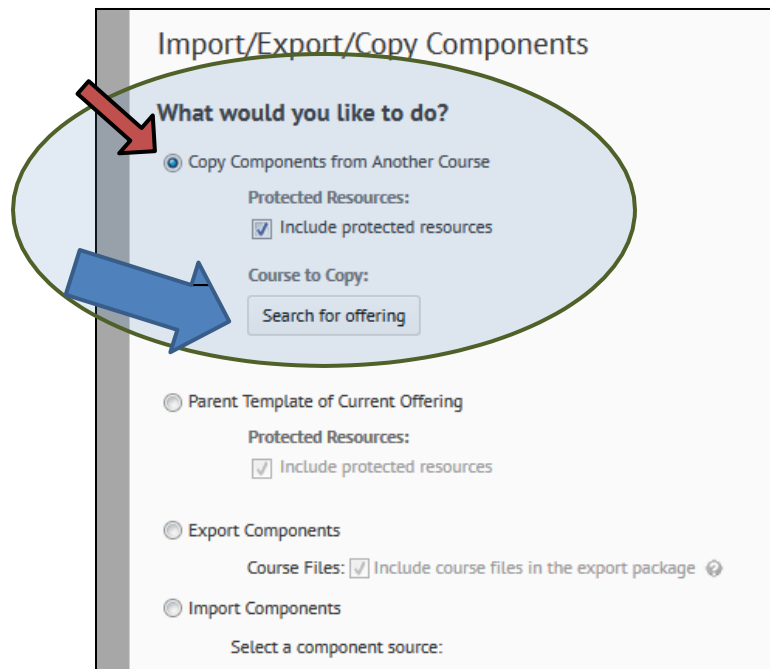
1. In the site that you wish to copy components INTO, click on “Edit Course:



2. Click “Import/Export/Copy Components”



3. Select “Copy components from Another Course and click “Search for Offering.”



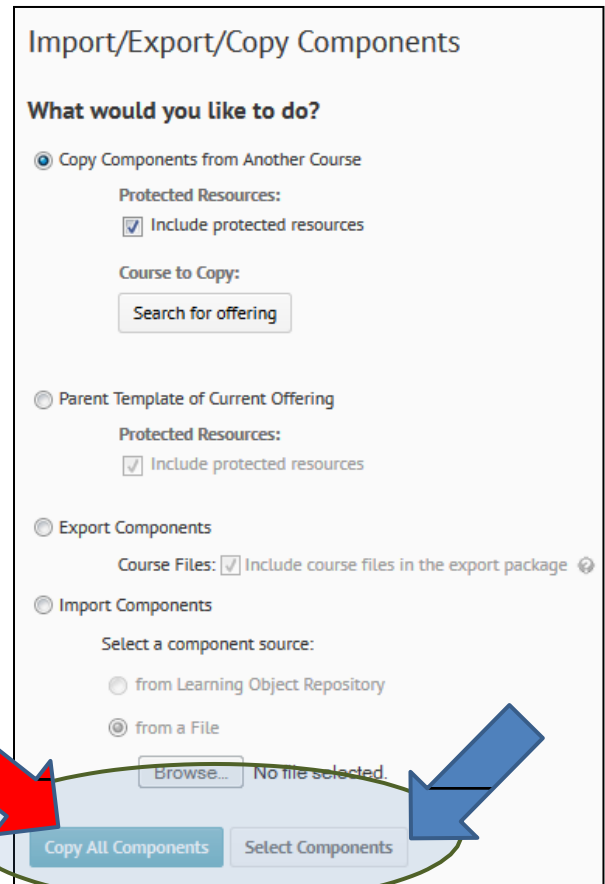
4. Enter a “search for” term – for example, SGMA234 or “sandbox” to pull up available courses, then select the correct one. Then click “add selected.”

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.

Copying the entire course IS recommended when you are using SCORM objects in your course. Please consult with Teaching & Learning for the best course of action.

If you wish to only copy certain components **(RECOMMENDED)**, click the “Select Components” button.



The screenshot shows the 'Import/Export/Copy Components' form. At the top, it asks 'What would you like to do?'. There are four main options: 'Copy Components from Another Course' (selected), 'Parent Template of Current Offering', 'Export Components', and 'Import Components'. Under 'Copy Components from Another Course', there is a 'Protected Resources' section with a checked box for 'Include protected resources', and a 'Course to Copy' section with a 'Search for offering' button. Under 'Parent Template of Current Offering', there is a 'Protected Resources' section with a checked box for 'Include protected resources'. Under 'Export Components', there is a 'Course Files' section with a checked box for 'Include course files in the export package'. Under 'Import Components', there is a 'Select a component source:' section with two options: 'from Learning Object Repository' and 'from a File' (selected). Below the 'from a File' option, there is a 'Browse...' button and the text 'No file selected.'. At the bottom of the form, there are two buttons: 'Copy All Components' and 'Select Components'. A red arrow points to the 'Copy All Components' button, and a blue arrow points to the 'Select Components' button. A green oval highlights both buttons.

6. 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"

Choose Components to Copy

▶ [Show the current course components](#)

☐ Select All Components

☐ **Content** (36 item(s))

☒ Copy all items

☐ Select individual items to copy

☒ Include associated files

☐ **Content Display Settings**

☒ Copy all items

☐ **Course Files** (61 item(s))

☒ Copy all items

☐ Select individual items to copy

☐ **Discussions** (26 item(s))

☒ Copy all items

☐ Select individual items to copy

7. Click "**Finish**"
8. Navigate through your course to see the components that have been copied over.