

Copy a Course in Brightspace

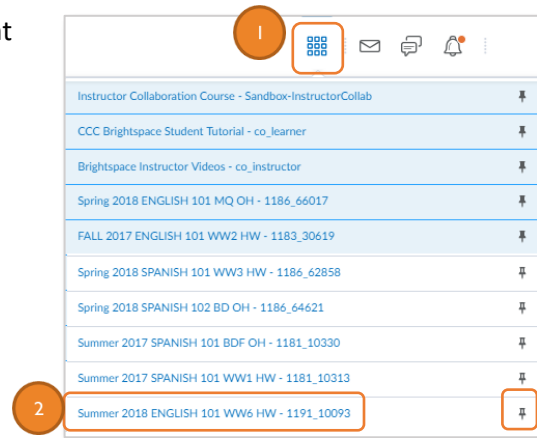
This document provides step by step instructions for copying course content from one course to another in Brightspace.

Copy Course Content from One Course to Another

1. Navigate to the course in Brightspace that you want to **copy into**

If it doesn't appear under **My Courses**, click on the **Course Selector** waffle icon and your new course will likely be at the bottom of the list.

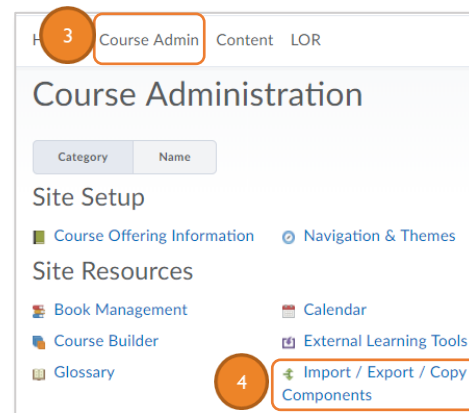
Pin the course (pin icon) if you want it to appear in My Courses.



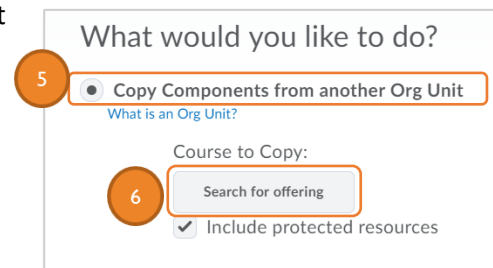
2. Click on the course name to open

3. Click on **Course Admin**.

4. Click on **Import/Export/Copy Components**



5. Under "what would you like to do?", select the first option: **Copy Course Components from another Org Unit**.

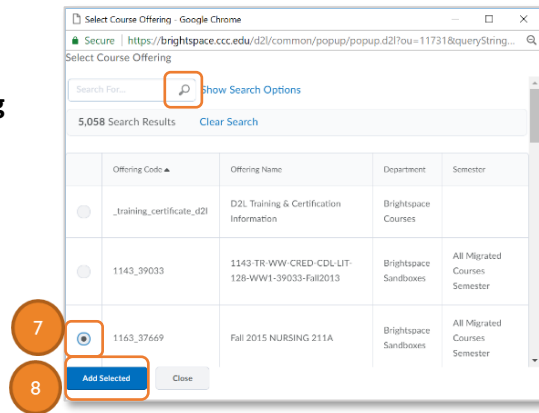


6. Click on **Search for Offering** to locate the course you want to copy from.

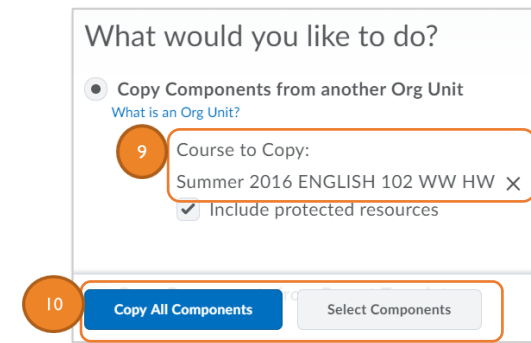
In the pop-up window you will see a list of all your courses.

If you don't see your list of courses, click on the **magnifying glass icon** to display all of your courses.

7. Select the circle next to the course you want to **copy from**.
8. Click **Add Selected**



9. You'll return to the "What would you like to do?" page, and the selected course will appear under "Course to Copy."
10. To copy the *entire* course, click **Copy All Components**. To copy *specific items* from the course, choose **Select Components**. You will be able to select individual items to copy.



11. If the course has a lot of content, the document conversion process will begin and you will see a "loading" progress spiral. Be patient as documents convert and load.

The course copying process will begin. You will see a "Copying in Progress" bar to the right.

12. Once complete, it will say "Copy Completed: *Date and Time*"
13. Click **View Content** to see the copied course content.

