



Include protected resources

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 n 🖞 🐧 to copy into or Collaboration Course - Sandt Ŧ CCC Brightspace Student Tutorial - co_learner Ŧ If it doesn't appear under **My Courses**, click on the ace Instructor Videos - co_instructo Ŧ Course Selector waffle icon and your new course Spring 2018 ENGLISH 101 MQ OH - 1186_66017 Ŧ will likely be at the bottom of the list. FALL 2017 ENGLISH 101 WW2 HW - 1183_30619 Ŧ Spring 2018 SPANISH 101 WW3 HW - 1186_62858 Ŧ Spring 2018 SPANISH 102 BD OH - 1186_64621 Ψ **Pin** the course (pin icon) if you want it to appear in Summer 2017 SPANISH 101 BDF OH - 1181_10330 д My Courses. er 2017 SPANISH 101 WW1 HW - 1181_10313 Summer 2018 ENGLISH 101 WW6 HW - 1191 10093 Ŧ 2. Click on the course name to open 3. Click on Course Admin. Course Admin Content LOR Course Administration 4. Click on Import/Export/Copy Components Category Name Site Setup Course Offering Information 🧿 Navigation & Themes Site Resources Sook Management 🖱 Calendar Course Builder External Learning Tools Glossary 🔹 Import / Export / Copy Components 5. Under "what would you like to do?", select the first What would you like to do? option: Copy Course Components from another Org Unit. • Copy Components from another Org Unit What is an Org Unit Course to Copy: 6. Click on Search for Offering to locate the course Search for offering

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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.

- Select the circle next to the course you want to copy from.
- 8. Click Add Selected
- You'll return to the "What would you like to do?" page, and the selected course will appear under "Course to Copy."
- 10. Tto copy the *entire* course, click **Copy All Components**.

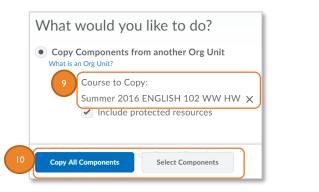
To copy *specific items* from the course, choose **Select Components**. You will be able to select individual items to copy.

 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.

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