



Copy PARTS of a Course in Brightspace

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

Navigate to the course in Brightspace that you want to copy into	Instructor Collaboration Course - Sandbox-InstructorCollab		
If it doesn't appear under My Courses , click on the Course Selector waffle icon and your new course	CCC Brightspace Student Tutorial - co_learner		
will likely be at the bottom of the list.	FALL 2017 ENGLISH 101 WW2 HW - 1183_30619 # Spring 2018 SPANISH 101 WW3 HW - 1186_62858 #		
Pin the course (pin icon) if you want it to appear in My Courses.	Spring 2018 SPANISH 102 BD OH - 1186_64621 # Summer 2017 SPANISH 101 BDF OH - 1181_10330 # Summer 2017 SPANISH 101 WW1 HW - 1181_10313 #		
Click on the course name to open	Summer 2018 ENGLISH 101 WW6 HW - 1191_10093		
Click on Course Admin .	H Course Admin Content LOR		
Click on Import/Export/Copy Components	Course Administration		
	Site Setup		
	Course Offering Information O Navigation & Themes Site Resources		
	 Book Management Course Builder Glossary Glossary 		
Under "what would you like to do?", select the first option: Copy Course Components from another Org Unit.	5 Copy Components from another Org Unit What is an Org Unit?		





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. To copy *specific parts of a course*, click **Select Components**.

You will be able to select individual items to copy.

11. Check off the areas from the course you want to copy.

In this example, select **Content**, and then choose **Select individual components to copy**, so that you can choose the individual items from content that you want.

12. Click Continue

Note: If you are copying individual assignments, discussions, or quizzes that are connected to content, as well as grades, you will want to select the individual items from Content, from Assignments or Discussions or Quizzes, and from Grades.

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	1143_39033	1143-TR-WW-CRED-CDL-LIT- 128-WW1-39033-Fail2013	Brightspace Sandboxes	All Migrated Courses Semester
۲	1163_37669	Fall 2015 NURSING 211A	Brightspace Sandboxes	All Migrated Courses Semester









14. Click **Continue** at the bottom.



5	elect All
Expa	nd All Collapse All
.	Brightspace Instructor Videos
	Brightspace Instructor Videos
± 🗸	SL NRS Level Chart
	LOWERS (test by NS)
± 🗹	GED Resources
± 🗹	HiSET Resources
	ink to Stand Out Online Workbook on MyELT
	ink to Stand Out Teacher Companion Site
.	Math NRS Level Chart & Topic Progressions
	myOpenMath Resources
±	NRS 1 - ABE Literacy Math
	NRS 1 - Beginning Literacy ESL
	NRS 2 - Beginning ARE Math
с	ontinue Go Back Cancel

Confirm Components to Copy

6 of 841 item(s) selected to copy. Modify

Range

Cancel

Hours

Direction Forward

Content

Offset Dates

Davs

Direction

Finish

Forward
 Calculate range betw

Go Back

Offset all dates of copied components

Offset by direction and range

Select Content Modules and Topics to Copy

15. Confirm the number of items to copy, and click **Finish**.

Brightspace will now copy your selected components. This moves quickly, depending on the number of files.

- 16. If you are copying a lot of items, the copy process may take longer. You will see a "loading" progress spiral. Be patient as documents convert and load.
- 17. Once complete, it will say "Copy Completed: Date and Time"
- 18. Click **View Content** to see the copied course content (or access the Assessment menu to view other copied items).

Copy All Components S 2018 5:23 PM CDT	dbox Course Started: ETobin2, Saturday	. May 19,	Copying in progress
Copy Another Package	View Content		
Conv Cours	se Componer	nts History	
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