

Copy PARTS of a Course in Brightspace

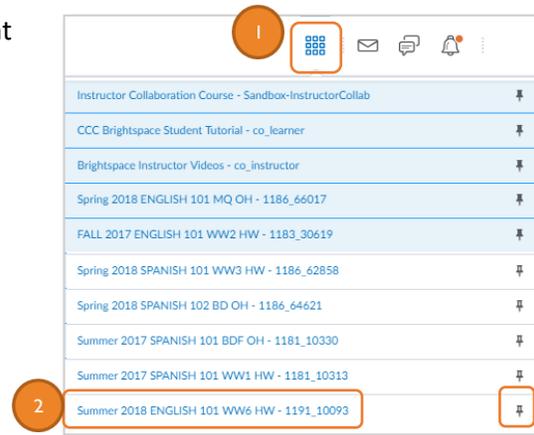
This document provides step by step instructions for copying course content from one course to another in Brightspace.

Copy Parts of a Course 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.

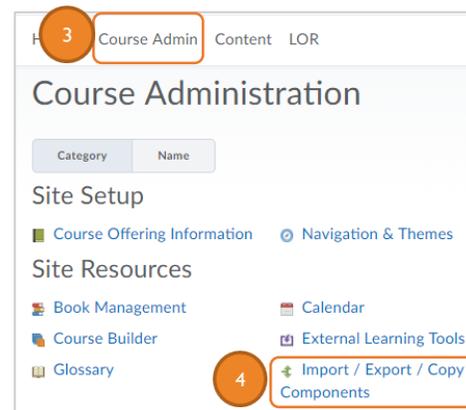
Pin the course (pin icon) if you want it to appear in My Courses.



2. Click on the course name to open

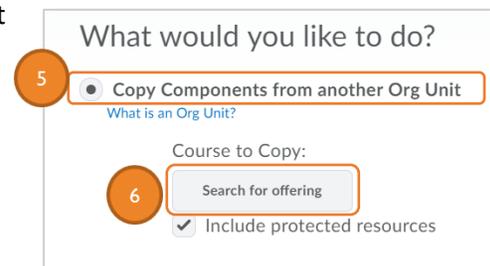
3. Click on **Course Admin**.

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**.

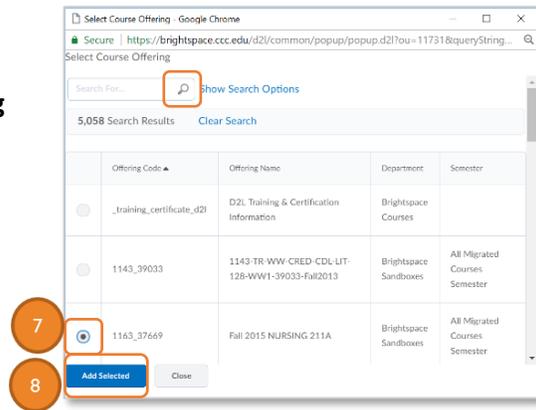
6. Click on **Search for Offering** to locate the course you want to copy from.



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

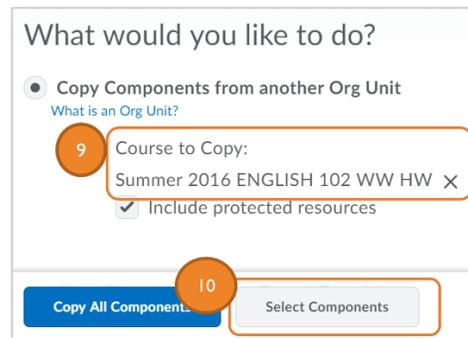
If you don't see your list of courses, click on the **magnifying glass icon** to display all of your courses.

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 *specific parts of a course*, click **Select Components**.
You will be able to select individual items to copy.

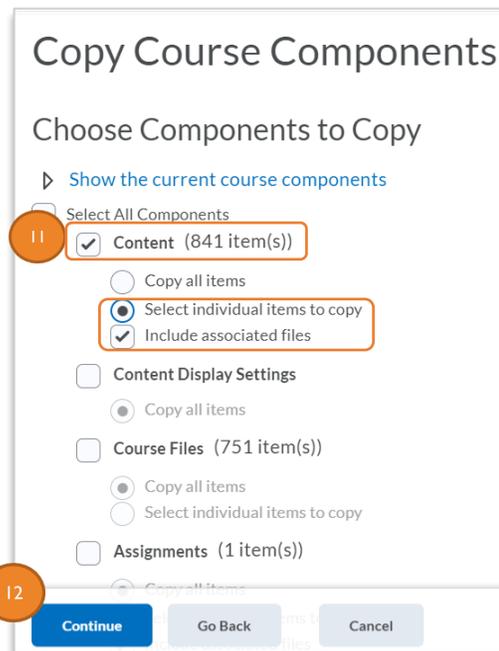


11. Check off the areas from the course you want to copy.

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.

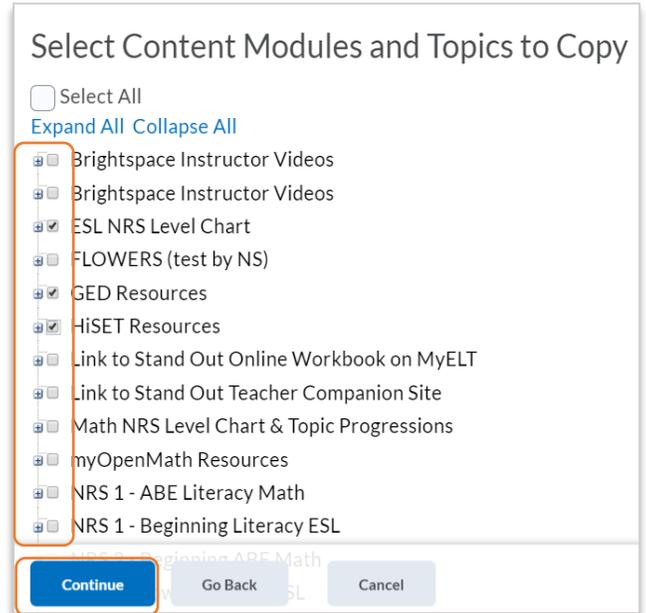
12. Click **Continue**

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.



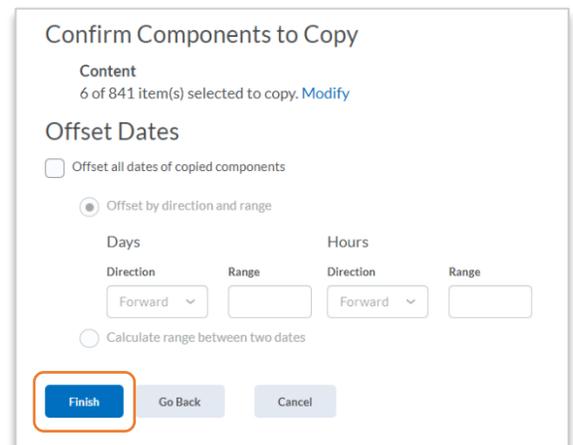
13. Select the components you want to copy. Click on the plus icon to see what is there and further modify what your choice or simply take the entire module.

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



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).

