


Copy Course Components


























To copy course components

In order to mitigate the risk that large courses may result in timeout failures for users, the Copy Course components job functions as an asynchronous job. You can view the progress of the copying job by clicking View History link.

1. In the course offering that you want to copy components into, on the navigation bar, click **Course Admin** and then Click as shown below  **Import/Export/Copy Components**.

Course Home Content My Media Assessments  Communication  Resources  **Course Admin**

Tools

| | | |
|--|--|---|
|  Announcements |  Assignments |  Attendance |
|  Book Management |  Broken Links |  Calendar |
|  Chat |  Checklists |  Class Progress |
|  Classlist |  Competencies |  Content |
|  Course Builder |  Course Design Accelerator |  Course Offering Information |
|  Discussions |  External Learning Tools |  Frequently Asked Questions |
|  Glossary |  Grades |  Groups |
|  Homepages |  Import / Export / Copy Components |  Instructional Design Wizard |
| | |  Intelligent Agents |

2. Do one of the following:
 - o Select **Copy Components from another Org Unit**. Click **Search for offering** and locate the course offering containing the components you want to copy. Click **Add Selected**.
 - o Select **Copy Components from Parent Template** to copy components from the course template the current course offering belongs to.

What would you like to do?

Copy Components from another Org Unit

[What is an Org Unit?](#)

Course to Copy:


Include protected resources

Copy Components from Parent Template

[What is a Parent Template?](#)

Include protected resources

3. Do one of the following:

- To copy all course components, click **Copy All Components**. D2L recommends that you copy all components between courses to ensure you maintain all desired associations, and then delete any undesired material in the new course.
- To specify the components you want to copy, click **Select Components**. Select your components. To see details for course components, click the **Show the current course components** link, then click the  **View Detail** icon beside a component to see existing items. For those course components that provide the option to Include associated files, D2L recommends leaving the option turned on. Click **Continue > Finish**.

Note: If you encounter issues with the Include associated files option and want to remove it, contact D2L Support to ask them to turn off the D2L.LE.Conversion.Features.ICopyAssociatedFilesFeature feature toggle.

4. Do one of the following:

- To copy another package, click **Copy Another Package**.
- To see the results of your copy, click **View Content**.