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*Copy Course Components from a Course to Another*

1. Log into Desire2Learn (<https://online.brazosport.edu>).
2. **Access** your new course shell (the course in which you would like to copy content into).

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1. On the Course Home page, **scroll down** to the Site Resources section and **select** Import/Export/Copy

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1. **Verify** Copy Components from Another Org Unit is selected (**1**), **ensure** Include protected resources is checked (**2**) and then **click** Search for offering (**3**).

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1. From the new window that appears **click** on the Search icon (**1**), and then from the list of courses that appears **select** the course containing the content you would like to copy (**2**) and **click** Add Selected (**3**).

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1. **Click** the Select Components button to select the specific items from the course you want to copy.

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1. **Check** the box of the type(s) of course components you want to copy (**1**) and then **select** the Select individual items to copy option (make sure Include associated files is also selected) (**2**). When finished **click** Continue (**3**).

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1. **Expand** the topic (**1**) and then **select** the individual items you want to copy (**2**) and then **click** Continue (**3**).

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1. **Confirm** you have selected the correct materials and then **click** finish to finalize the process.

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1. The course will begin to process.

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1. Depending on the size of materials being copied, it may take a few seconds. Once the course is successfully copied, you can **click** the Review and Manage Dates button to offset old dates to dates relative to the new semester (**1**) or you can **click** the View Content button to view the copied course content (**2**).

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You can now update materials as desired.

**IMPORTANT:**

Course Copy Info regarding Quizzes Requiring Respondus Lockdown Browser:

1. Whenever you copy a course that has quizzes/exams that require Respondus LockDown Browser or Monitor you MUST access the LockDown Browser tab in the copied course.

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1. This will update the settings for all the quizzes and ensure Lockdown Browser and Respondus are enabled for them. **NOTE:** If this process is not completed students will have issues when they attempt to take these types of quizzes.

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