

*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).



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



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**).



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**).



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



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**).



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



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



1. The course will begin to process.



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**).



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.



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.

