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*Copy Course from Semester to Semester*

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 Components.

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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 Searchicon (**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 Copy all Components button to copy the entire course.

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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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