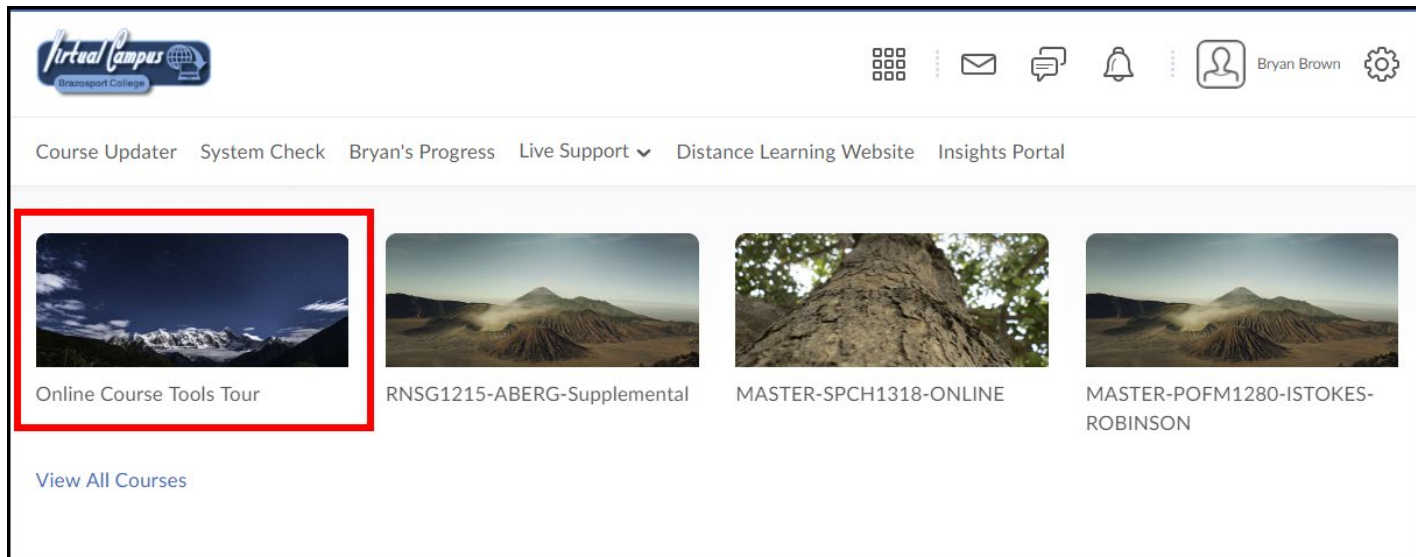


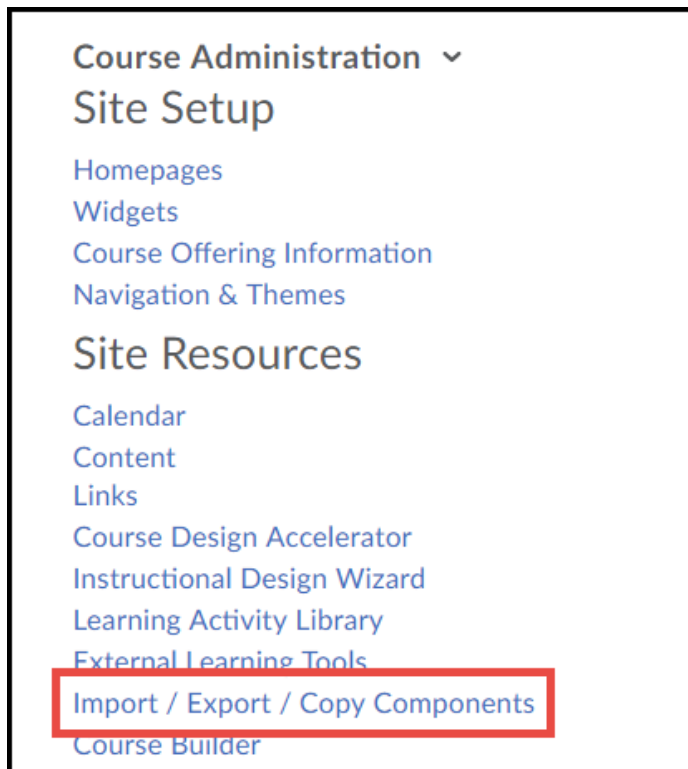
## Copy Course Components from a Course to Another

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).



The screenshot shows the Desire2Learn course shell interface. At the top left is the 'Virtual Campus' logo for Brazosport College. On the right, there are navigation icons for a grid, email, chat, and a notification bell, followed by a user profile for 'Bryan Brown' and a settings gear. Below the header is a navigation bar with links for 'Course Updater', 'System Check', 'Bryan's Progress', 'Live Support' (with a dropdown arrow), 'Distance Learning Website', and 'Insights Portal'. The main content area displays four course cards with landscape images. The first card, 'Online Course Tools Tour', is highlighted with a red border. The other cards are 'RNSG1215-ABERG-Supplemental', 'MASTER-SPCH1318-ONLINE', and 'MASTER-POFM1280-ISTOKES-ROBINSON'. A 'View All Courses' link is located below the first card.

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



The screenshot shows a dropdown menu for 'Site Resources'. The menu items are: 'Course Administration' (with a dropdown arrow), 'Site Setup', 'Homepages', 'Widgets', 'Course Offering Information', 'Navigation & Themes', 'Site Resources', 'Calendar', 'Content', 'Links', 'Course Design Accelerator', 'Instructional Design Wizard', 'Learning Activity Library', 'External Learning Tools', 'Import / Export / Copy Components' (highlighted with a red box), and 'Course Builder'.



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

## Import/Export/Copy Components

### What would you like to do?

**Copy Components from another Org Unit** 1  
What is an Org Unit?

Course to Copy:

2

**Include protected resources** 3

5. From the new window that appears type the course name and number to pull from (1) and click Search (2). From the list of courses that appears, select the course containing the content you would like to copy (3). Use the Semester column to get more specific. When done, click Add Selected.

Select Course Offering

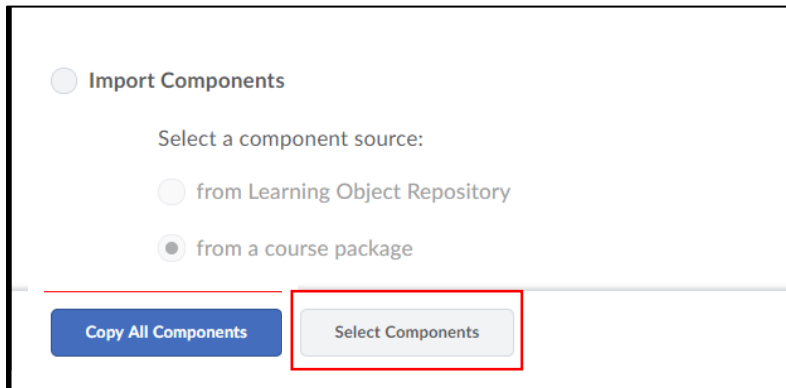
1
 2
[Show Search Options](#)

	Offering Code	Offering Name	Department	Semester
<input type="radio"/>	101S-PSYC1300-RIRIZARRY	101S-PSYC1300-RIRIZARRY	Psychology	Spring 2011
<input checked="" type="radio"/> <span style="border: 2px solid red; border-radius: 50%; padding: 2px 8px;">3</span>	102S-PSYC1300-RIRIZARRY	102S-PSYC1300-RIRIZARRY	Psychology	Spring 2011
<input type="radio"/>	102S-PSYC1300-LVILLANUEVA	102S-PSYC1300-LVILLANUEVA/APEGODA	Psychology	Spring 2011
<input type="radio"/>	105T-PSYC1300-	105T-PSYC1300-	Psychology	Summer 1

**Add Selected**

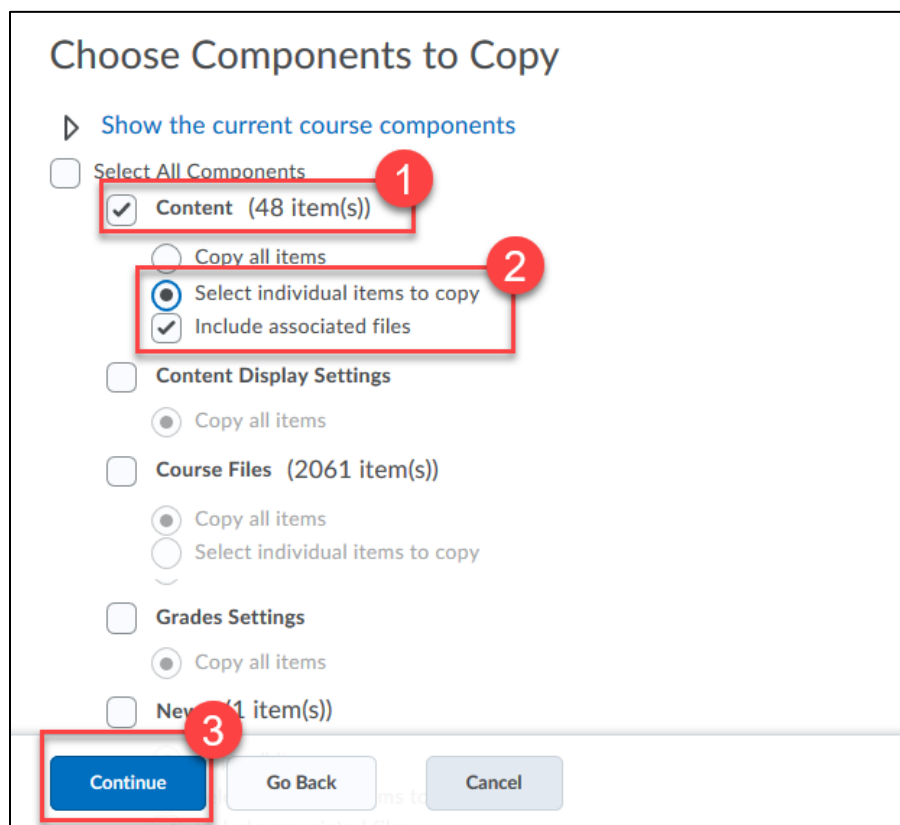


6. Click the **Select Components** button to select the specific items from the course you want to copy.



Import Components  
 Select a component source:  
 from Learning Object Repository  
 from a course package

7. 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).



Choose Components to Copy  
 ▶ Show the current course components

Select All Components  
 Content (48 item(s))  
 Copy all items  
 Select individual items to copy  
 Include associated files

Content Display Settings  
 Copy all items

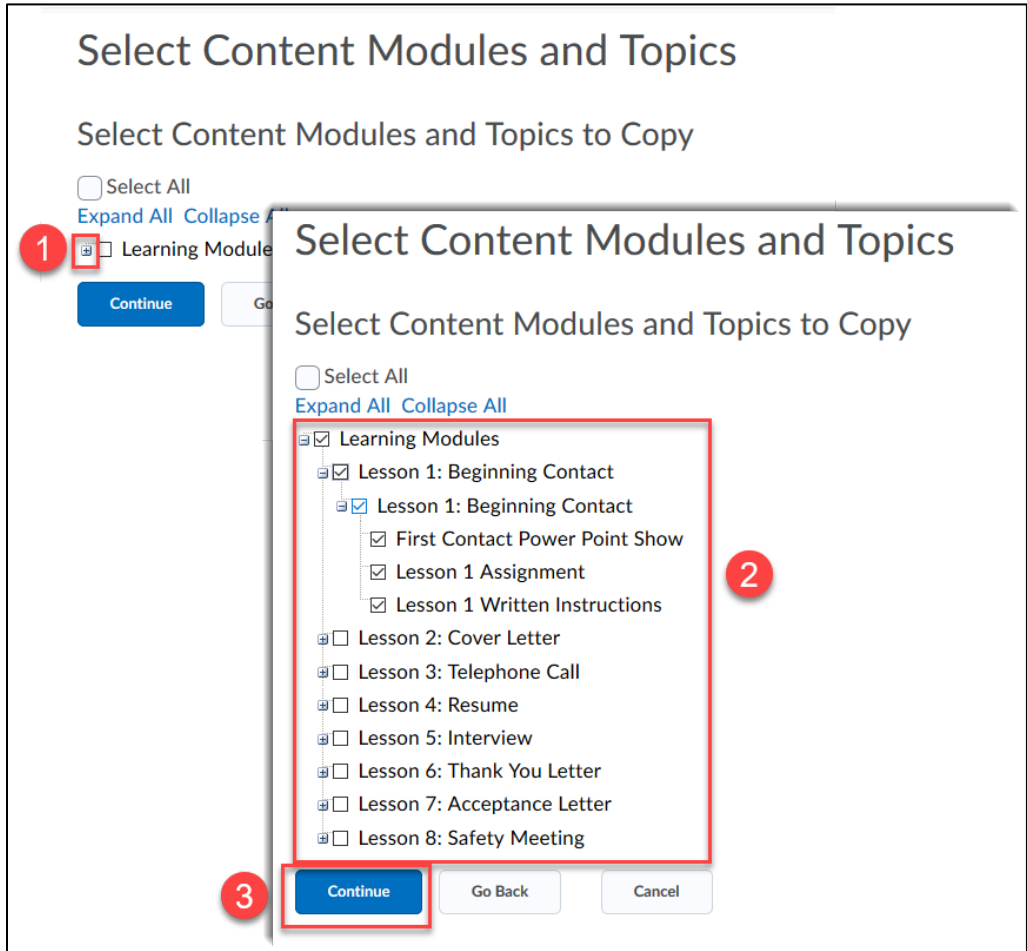
Course Files (2061 item(s))  
 Copy all items  
 Select individual items to copy

Grades Settings  
 Copy all items

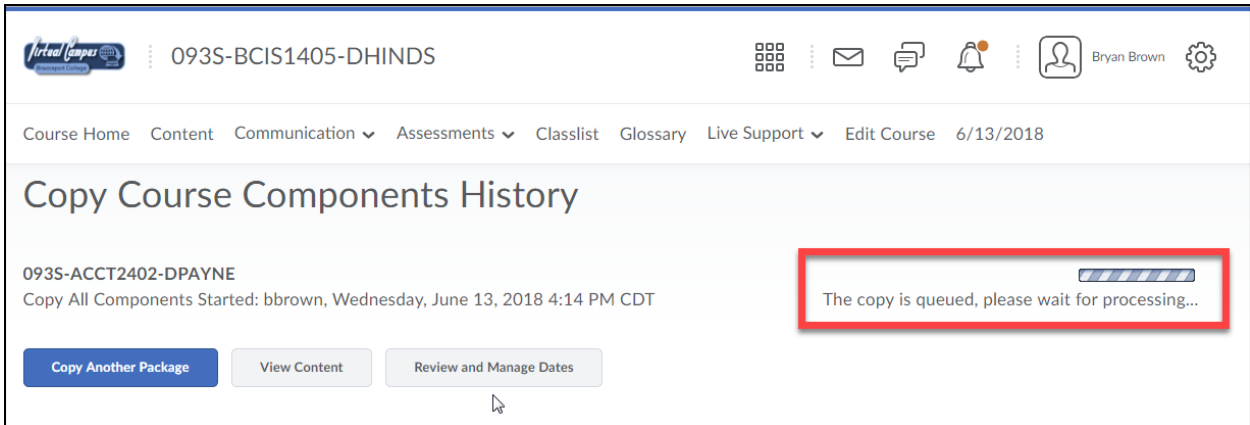
New (1 item(s))

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





9. The course will begin to **process**.



10. 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).

The screenshot shows a course management interface for '093S-BCIS1405-DHINDS'. The main heading is 'Copy Course Components History'. Below this, it shows details for '093S-ACCT2402-DPAYNE' with the text 'Copy All Components Started: bbrown, Wednesday, June 13, 2018 4:14 PM CDT' and 'Copy Completed: Jun 13, 2018 4:14 PM' accompanied by a green checkmark. At the bottom, there are three buttons: 'Copy Another Package', 'View Content', and 'Review and Manage Dates'. The 'View Content' button is highlighted with a red box and a red circle containing the number '2'. The 'Review and Manage Dates' button is highlighted with a red box and a red circle containing the number '1'.

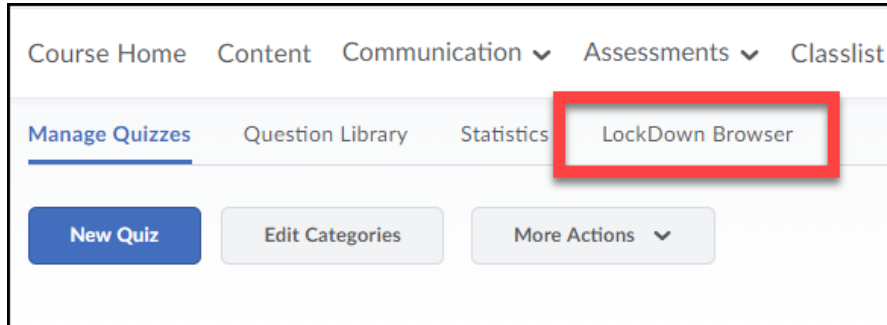
You can now update materials as desired.

**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.



2. 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.

