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## Copy Course from Semester to Semester

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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).

Virtual Campus

Quick Eval System Check Live Support Distance Learning Website MyMediaSite

**NOTICE to Students:** If this is your first time using D2L it is highly suggested to participate in the **Course Tools Combo Tour** by:

- Attending the Course Tools Tour virtual session (**Spring 2 sessions are now closed**) which is a meeting to discuss tools you will use in your online course, such as submitting a quiz, doing a discussion, turning in an assignment, accessing a live lecture, and viewing grades.
- Prepare for the virtual tour session by viewing video based on closed captioning preference: [English Captioned Video](#) / [Spanish Captioned Video](#).

My Courses

DEMO Fall 2023

Angela Demo 2 Online Training

DEMONSTRATION 1

Online Course Tools Tour EDC

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

Virtual Campus

DEMO

Course Home Content Communication Assessments

News

There is no news to display. [Create an announcement](#)

Course Administration

Site Setup

Availability Date Defaults

Course Offering Information

Site Resources

Book Management

Calendar

Content

Course Builder

Course Design Accelerator

External Learning Tools

Glossary

Import / Export / Copy Components

Instructional Design Wizard

Learning Activity Library

Manage Dates

Manage Files

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

Include protected resources **2**

**3**

5. 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).

Select Course Offering **1**

[Show Search Options](#)

	Offering Code	Offering Name	Department
<input checked="" type="radio"/> <b>2</b>	STUDENT VIRTUAL CAMPUS ORIENTATION	Online Course Tools Tour	EDC
<input type="radio"/>	DEMO-BLAM	DEMO-BLAM	Distance Learning Department
<input type="radio"/>	DEMONSTRATION 1	DEMONSTRATION 1	Chem-Process-Tech

**3**

6. Click the Copy all Components button to copy the entire course.

## Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit  
[What is an Org Unit?](#)

Course to Copy:  
Online Course Tools Tour ✕

Include protected resources

Export as Brightspace Package  
[What is a Brightspace Package?](#)







Export as Common Cartridge  
[What is Common Cartridge?](#)

Export as Thin Common Cartridge [?](#)  
[What is Thin Common Cartridge?](#)

Import Components  
[View Import History](#)

[Copy All Components](#) [Select Components](#)


7. The course will begin to process.

 DEMO     BL BRANDON LAM 

[Course Home](#) [Content](#) [Communication](#) [Assessments](#) [Classlist](#) [Glossary](#) [Live Support](#) [Edit Course](#) [More](#)

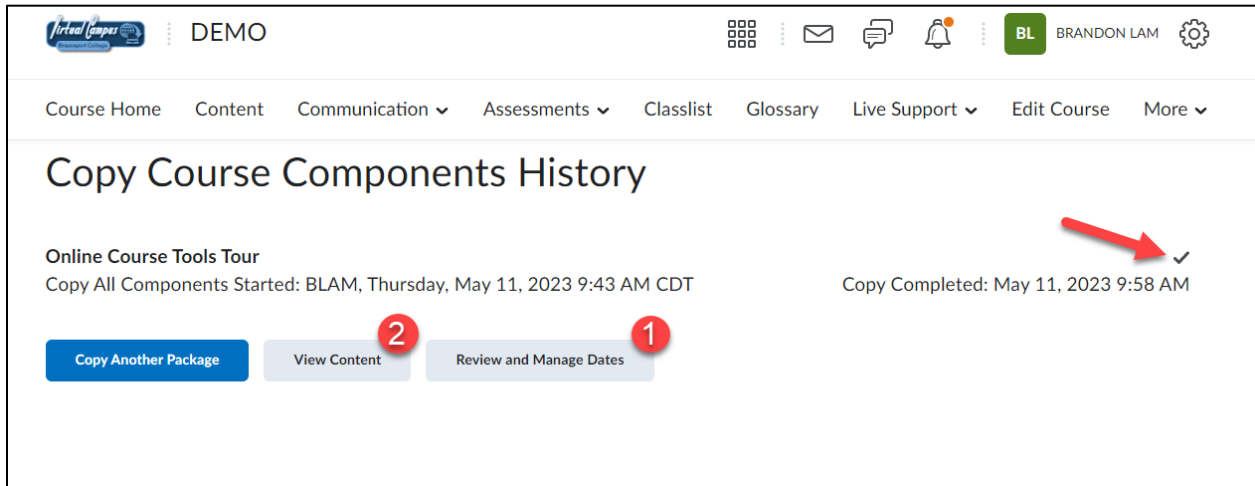
## Copy Course Components History

Online Course Tools Tour  
Copy All Components Started: BLAM, Thursday, May 11, 2023 9:43 AM CDT

 Copying in progress...

[Copy Another Package](#) [View Content](#) [Review and Manage Dates](#)

- 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).

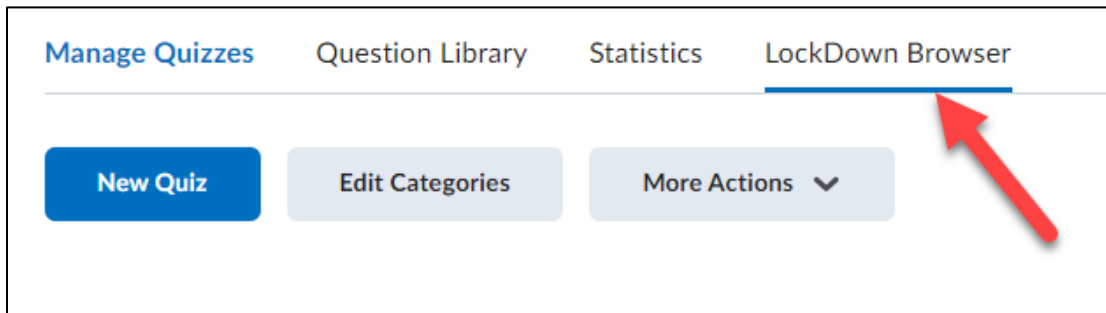


You can now update materials as desired.

**IMPORTANT:**

**Course Copy Info regarding Quizzes Requiring Respondus Lockdown Browser:**

- 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.



- 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.

