How To Copy Course Materials From Term to Term

1) From the “My Home” area in D2L, select the course that you want to copy the materials into (the new course).
2) Once inside of the course, press the “Edit Course” button.

3) Select “Import/Export/Copy Components”.

4) Just below where it says “Course to Copy”, press the “Search for Offering” button.
5) In the “Search For” box type in the name of the course you’d like to copy (For example, Engl 2902) and press your “enter/return” button on your keyboard, or, press the magnifying glass icon to search for the course.

6) From the list of courses that appear, select the course you want to copy by selecting the circle icon and then press “Add Selected”.

6) Then press the blue “Copy All Components” button at the bottom of the screen and wait until it copies all of the materials. **NOTE: If you don’t want to copy all of the items within the selected course, press the “Select Components” button and you can select just individual items to copy, instead of 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:
    ENGL*2902*FRL
    - Include protected resources

- Copy Components from Parent Template
  What is a Parent Template?
  - Include protected resources

- Export Components
  - Copy All Components
  - Select Components