

How-To Copy ON BRIGHTSPACE



- 1** From the **new course section** you want to copy content into:
- Go to **Course Tools** on the Nav Bar (Blue Bar).
 - Scroll down to **Course Admin**, then to **Import/Export/Copy Components**

Course Home Content Assignments Discussions Quizzes Grades Campus Quick Links ▾ Course Tools ▾

Course Administration

Category	Name
Site Setup	
Availability Date Defaults	Course Offering Information
Navigation & Themes	Widgets
Site Resources	
Calendar	Content
Online Learning Tools	Frequently Asked Questions
Import / Export / Copy Components	Links
	Manage Files

Course Builder
Glossary
Manage Dates

- 2**
- Click **Copy Components** from *another Org Unit*.
 - Click **Search for Offering** to locate the Course to Copy from (e.g., the previous semester section).
 - **Type in the CRN, offering code** (e.g., HUMN-201), or a keyword (e.g., Development) and **click Search**. Select the course to copy into the new course.
 - Now, click at the bottom, **Add Selected** at the bottom of the page. Once the page returns to the *Import/Export/Copy components* page, make sure to check off, **Include protected resources**.

Course Home Content Assignments Discussions Quizzes Grades

Import/Export/Copy Components

What would you like to do?

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

Course to copy:

Include protected resources

3

- Click either **Copy All Components** or **Select Components (specific content)** at the bottom of the page.
- To select specific items in **Select Components** click **individual items**, expand each item and check those specifically to be copied, then click **continue** at the bottom of the page. Make sure you click **select individual items to copy and include associated files**.
- Now, click each item to copy, then click **Continue** at the bottom of the page.
- On the next page, click **Finish**.

Content (175 item(s))

Copy all items

Select individual items to copy

Include associated files

Content Display Settings

Copy all items

Course Files (374 item(s))

Copy all items

Select individual items to copy

Assignments (15 item(s))

Copy all items

Select individual items to copy

Include associated files

4

- For all specific category checked, go through each item by **Expand All** and checking off each piece of content

Select Assignment Submission Folders

Select Assignments to Copy

Select All
 Expand All Collapse All

- FINAL Presentation Sh
- Module 1 Assignment:
- Module 2 Assignment:

5

- After making all selections and clicking **Continue** at the bottom of each page, at the very end, click **Finish**.

Finish Go Back Cancel