

## Unit Topic: Import/Export/Copy Components

### *Introduction*

The Import/Export/Copy Components tool allows you to copy quizzes, content, grade items, discussion forums, assignments, and nearly every other type of component from one course offering to another. This can save you from having to recreate or re-upload course resources from scratch each semester.

### *Content*

This document covers the following topics:

- Things to Note Prior to Copying Course Components
  - Requirements to Copy Course Components
  - Overwriting Course Files
  - User Data
  - Linked Components
- How to Access the Copy Course Components Tool(s)
- Copying Course Components
  - Copy All Components
  - Select Components
- Exporting Course Components
- Importing Course Components

## Things to Note Prior to Copying Course Components

---

### Requirements to Copy Course Components

The process for copying components starts in the course you want to copy components *into*, not the course you want to copy components *from*.

To be able to **Copy Course Components** from one course offering to another, you must be an **Instructor** in *both* courses.

If you want to get access to another instructor's course resources, the best option is to ask them to create a new sandbox, have them copy their materials into it, and then have them enroll you in that sandbox as a Content Copier. You will then be able to make your own new sandbox and copy their sandbox to yours.

### Overwriting Course Files

In general, a course file (PPT file, Word document, etc.) is overwritten when the file being copied has the same name as an existing file. No other components are overwritten (e.g. Grade items, Assignment Submission Folders, etc.); they will instead be *duplicated*.

**NOTE:** Copying or importing course components other than course files more than once (without careful thought) is likely to result in a very messy course with many duplicated items.

### User Data

User data is *never* copied when using the Import/Export/Copy Components tool. Also, there is no way to automatically transfer student grades, quiz results, assignment submissions, or any other data that exists for each student.

### Linked Components

Components that are linked or associated must all be copied at the same time to function properly in the destination course offering. Examples of these include:

- Release Conditions
- Grade item associations with assignment submission folders, quizzes, discussions, or rubrics
- Associations between rubrics and assignment submission folders, quizzes, or discussions

Content items may also display incorrectly if any Course Files that they depend on are not copied.

## *How to Access the Copy Course Components Tool(s)*

---

The **Import/Export/Copy Components** process can be accessed by clicking the **Course Admin** navigation option...



...and then the **Import/Export/Copy Components** link.



## Copying Course Components

From the **Import/Export/Copy Components** screen, make sure **Copy Components from another Org Unit** is selected, ...

...as well as **Include protected resources**.

### 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

Where it says **Course to Copy**, click the button that says **Search for offering**. A new window will pop-up.

In the **Select Course Offering** window, you must perform a search of your courses to identify the source.

Input the year or semester code from which you want to copy and hit the enter key (or click the magnifying glass).

Select Course Offering

[Show Search Options](#)

	Offering Code	Offering Name	Department	Semester
You must perform a search.				

Your courses will appear in a table below the search field.

Click the radio button on the left-hand side next to the course you want to copy components from.

	Offering Code	Offering Name	Department	Semester
<input type="radio"/>	10047.201243	201243.10047-GNED-0000-AAA		DC Fall 2012
<input checked="" type="radio"/>	10337.201243	201243.10337-GNED-1402-01		DC Fall 2012
<input type="button" value="Add Selected"/> <input type="button" value="Close"/>				

Then click the **Add Selected** button.

**NOTE:** Please be careful with these next steps.

At the bottom of the **Import/Export/Copy Components** page, click either **Copy All Components...**



or **Select Components.**

### Copy All Components

If you **Copy All Components**, this will copy *everything* from the source course to the destination course. If you do this more than once, it will certainly result in duplication and possibly other complications.

Using **Copy All Components** does not require any further steps. After clicking this button, the copy process begins without further confirmation.

### Select Components

If you **Select Components**, it will allow you to choose specific items from the source.

After clicking **Select Components**, you will be on a new screen titled **Copy Course Components**.

Select the components you want to copy using the check box next to each component.

To copy only certain items from a component, choose **Select individual items to copy.**

This allows you to select individual content modules and topics, quizzes, discussions, assignments, etc.

**Copy Course Components**

Choose Components to Copy

[Show the current course components](#)

☐ Select All Components

☐ **Content** (107 item(s))

☒ Copy all items

☐ Select individual items to copy

☒ Include associated files

☐ **Content Display Settings**

☒ Copy all items

☐ Select individual items to copy

☐ **Course Files** (107 item(s))

☒ Copy all items

☐ Select individual items to copy

☒ Include associated files

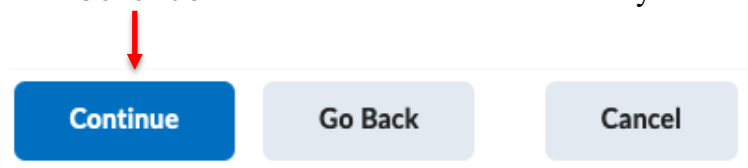
☐ **Discussions** (12 item(s))

☒ Copy all items

☐ Select individual items to copy

☒ Include associated files

Click **Continue** at the bottom of the screen when you are finished selecting components.



If you chose **Select individual items to copy** for any component in the previous step, other pages will appear where you can choose which specific items you want to copy.

Select the individual items and sub-items you want to copy and click **Continue** at the bottom.

To view sub-items, click the “+” icon next to an item or click **Expand All** at the top of the list.

## Select Content Modules and Topics

### Select Content Modules and Topics to Copy

- ☐ Select All
- [Expand All](#) [Collapse All](#)
- ☐ Course Resources
- ☐ DC Connect Resources
- ☐ Week 1: Introduction
- ☐ Week 10: The Singularity - Part 1
- ☐ Week 10-11: The Singularity
- ☐ Week 11: The Singularity - Part 2
- ☐ Week 12: Accuracy of AI in Popular Media

You will repeat this for any other components for which you chose **Select individual items to copy**.

## Select Course Material

### Confirm Components to Copy

Content

18 of 107 item(s) selected to copy. [Modify](#)

Next, the **Confirm Components to Copy** page appears. This page is simply a confirmation which lists all the items to be copied.

You can change the items selected within a component by clicking **Modify**. This takes you to the **Select Items** page for that component.

It is also possible to update the date information on your copied materials as part of the copy process.

Click the **Offset all dates of copied components** checkbox and set the number of days to offset.

## Offset Dates

☐ Offset all dates of copied components

☒ Offset by direction and range

Days

Direction: Forward Range:

Hours

Direction: Forward Range:

☐ Calculate range between two dates

Finish Go Back Cancel

Click **Finish** to begin copying.


The **Copy Summary** page is displayed, showing the copy progress.

201743.42322-GNED-1527-AA1 - ARTIFICIAL INTELLIGENCE  
Copy Selected Components Started: brett.clayton\_admin, Thursday, November 3, 2022 4:02 PM EDT

  
Copying in progress...


When a component has been successfully copied, a green check mark appears beside it.

201743.42322-GNED-1527-AA1 - ARTIFICIAL INTELLIGENCE  
Copy Selected Components Started: brett.clayton\_admin, Thursday, November 3, 2022 4:02 PM EDT

  
Copy Completed: Nov 3, 2022 4:02 PM

If any component fails to copy properly, a warning symbol will appear beside it.

201343.25216-GNED-1418-01 - HISTORY OF GAMES  
Copy Started: brett.clayton, Monday, March 31, 2014 11:17 AM EDT

  
Copy Completed with Error(s): Mar 31, 2014 11:18 AM

**NOTE:** Course components that are copied will likely need to be modified, including their dates and restrictions, to ensure the information they contain/present is current.

## Exporting Course Components

From the **Import/Export/Copy Components** screen, ...

...select the **Export as Brightspace** option, ...

...and click **Start**.

### 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

[View History](#)

☐ Copy Components from Parent Template  
[What is a Parent Template?](#)

☒ Include protected resources

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

On the **Select Course Material** screen, you will see a list of all available components.

Select the components you want to export using the check box next to each component.

To copy only certain items from a component, choose **Select individual items to export**. This allows you to select individual modules and topics, quizzes, discussion forums, assignment submission folders, etc.

When you are finished selecting components, click **Continue** at the bottom of the screen.

### Select Course Material

Select Components to Export

☐ Select All Components

☐ Content (19 item(s))

☒ Export all items

☐ Select individual items to export

☐ Discussions (3 item(s))

☒ Export all items

☐ Select individual items to export

☐ Assignments (1 item(s))

☒ Export all items

☐ Select individual items to export

☐ Grades (17 item(s))

☒ Export all items

☐ Select individual items to export

☐ Quizzes (1 item(s))

☒ Export all items

☐ Select individual items to export

☐ Rubrics (1 item(s))

[Continue](#)

[Go Back](#)

[Cancel](#)



If you chose **Select individual items to export** for any component in the previous step, other pages will appear where you can choose which specific items you want to export.

Select the individual items and sub-items you want to copy and click **Continue**.

To view sub-items, click the “+” icon next to an item or click **Expand All** at the top of the list.

## Select Content Modules and Topics

### Select Content Modules and Topics to Export

- ☐ Select All  
[Expand All](#) [Collapse All](#)
- ☐ Module 1
    - ☐ Week 1: Introduction
    - ☐ Week 2: What is Artificial Intelligence?
    - ☐ Week 3: AI on Film & TV

You will repeat this for any other components for which you chose **Select individual items to export**.

## Confirm Components to Export

### Confirm Components to Export

Content  
18 of 19 item(s) selected to export. [Modify](#)

Next, the **Confirm Components to Export** page appears. This page lists all of the items to be exported. You can change the items selected within a component by clicking **Modify**.

This takes you to the **Select Items** page for that component.

Ensure you have checked the box to **Include course files in the export package**.

## Additional Components to Export

[Should I include course files?](#)

☒ Include course files in the export package

Click **Export** to begin exporting.

Export

Go Back

Cancel

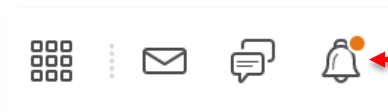
The system will start the process of packing your course into a .ZIP file for download. This process runs in the background.

## Export started

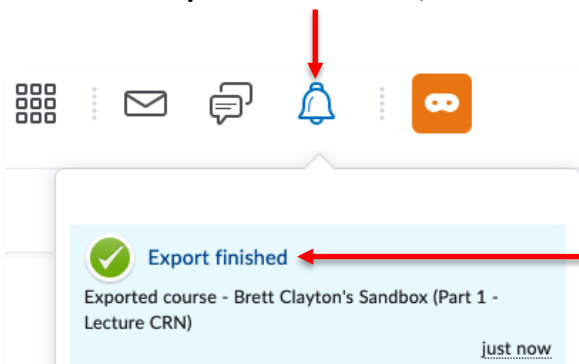
Your export has been started. You will receive a notification in the Update Alerts when it has completed.

Done

Monitor the Update Alerts icon and look for the orange dot to appear indicating something new has happened in one of your courses.



Click on the **Update Alerts** icon, then the **Export finished** link to access the downloadable file.



## Export Summary

The course export was successful.

[Click here to download the export Zip package](#)

Done

Click on the link titled **Click here to download the export Zip package**. This will allow you to download the Exported Components (as a .ZIP file) and save them to your computer. This can now be archived or transferred to another person.

Click the **Done** button to exit this process.

## Importing Course Components

**NOTE:** Using this method to import course components will read only **.zip** files that are exported from DC Connect (or are prepared specifically for import into the LMS). It cannot be used to upload other types of files, such as documents, to your course. To learn about adding individual files from your computer into to your course, see the **Content** handout available on the CTL website.

From the **Import/Export/Copy Components** screen, ...

...select **Import Components**...

...and click the **Start** button.

### 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

[View History](#)

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

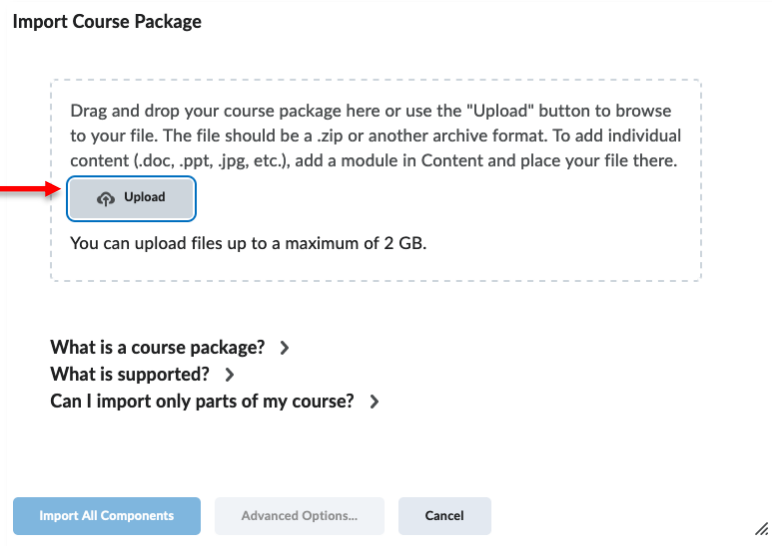
☐ Export as Common Cartridge  
[What is Common Cartridge?](#)

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

☒ Import Components  
[View Import History](#)

Start

In the Import Course Package popup window, click the **Upload** button and select the **.zip** file (from your computer) you would like to import into your course.



## Import Course Package

### Select File

You are about to import a course from a file.

You can upload files up to a maximum of 2 GB.

 D2LExport\_460151\_brett.clayton-S... (4.44 KB) X

What is a course package? >

What is supported? >

Can I import only parts of my course? >

Once the .zip file has finished loading, click the **Import All Components** button to import the course package as a whole.





Alternatively, you can click the **Advanced Options...** button to customize what is imported.

After doing so you will be taken to a **Reading Your Course Package** page.

## Reading Your Course Package (Step 2 of 5)

### Status:

Your course package is being analyzed to discover available components for import.

- ✓ Downloading the file
- ✓ Reading the package

Click the **Continue** button once the file has been read.



On the subsequent **Customize Your Course Package** page,

Select the components you want to copy using the check box next to each component.

## Customize Your Course

### Select Components to Import

- ☐ Select All Components
- ☐ **Content** (19 item(s))
  - ☒ Import all items
  - ☐ Select individual items to import
- ☐ **Grades** (17 item(s))
  - ☒ Import all items
  - ☐ Select individual items to import

To copy only certain items from the imported file, choose **Select individual items to import**. This allows you to select individual content items, quizzes, assignment submission folders, etc.

There are additional **Advanced Options** to organize where the imported files will be stored in the Manage Files area of your course,...

...what to do with existing files,...

...and offsetting date information attached to imported components.

## Advanced Options

Import file to:

/content/enforced/460215-brett.clayton-SB88/

[How do I select where to import the file to?](#)

When an existing file is encountered:

- ☐ Overwrite the existing file  
☒ Do not overwrite the existing file

[What happens if I overwrite the file?](#)

☐ Import metadata

[What is metadata?](#)

☐ Offset all dates of imported components

- ☐ Offset by direction and range  
☐ Calculate range between two dates

When you are finished selecting components, click the **Continue** button.

If you chose **Select individual items to import** for any component, other pages will appear where you can choose which specific items you want to copy.

Select the individual items and sub-items you want to copy.

To view sub-items, click the + icon next to an item or click **Expand All** at the top of the list.

When you are finished selecting items to import, if necessary, click **Continue**.

## Select Content Modules and Topics

### Select Content Modules and Topics to Import

☐ Select All

[Expand All](#) [Collapse All](#)

☐ Module 1

☒ Week 1: Introduction

☒ Week 2: What is Artificial Intelligence?

☐ Week 3: AI on Film & TV

**Continue**

Go Back

Cancel

Repeat this process for any other components for which you chose **Select individual items to import**.

Next, the **Confirm Import Selections** page appears. This page lists all the items to be imported as well as presenting the **Advanced Options** (described above) once again.

## Confirm Your Selections (Step 4 of 5)

### Components to Import

#### Content

12 of 19 item(s) selected to import. [Modify](#)

You can change the items selected within a component by clicking **Modify**. This takes you to the **Select Items** page for that component.

Click the **Continue** button to begin importing.

The **Importing Course Material** popup is displayed, showing the import progress.

**Import Course Package**

**Importing**  
"D2LExport\_460151\_brett.clayton-SB85\_202211443.zip"

✓

 Uploaded > 

✓

 Converted > 

✓

 Imported

**Your course package was successfully imported!**  
Check out the contents of your course and make sure everything is good to go.  
[View Processing Logs](#)

**View Content**

Import Another Package

Review and Manage Dates

Click the **View Content** button to complete this process and begin reviewing the imported materials.

**NOTE:** Course components that are imported will likely need to be modified, including their dates and restrictions, to ensure the information they contain/present is current.