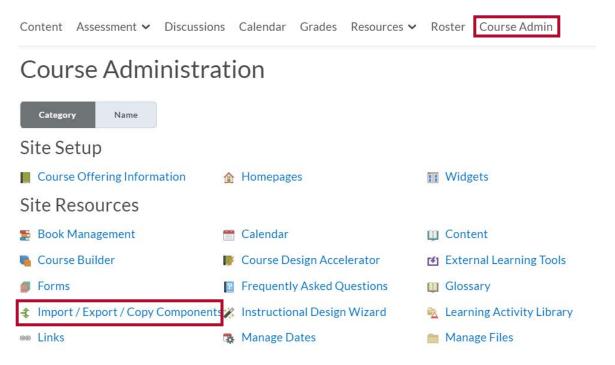# Brightspace – Copying Content from Another Course

Preparation

1. Log into Brightspace
2. Navigate to the course that will be receiving the content and click on **Course Admin**
3. Click on **Import/Export/Copy Components**

Content   Assessment ∨   Discussions   Calendar   Grades   Resources ∨   Roster   Course Admin

Course Administration

Category	Name

Site Setup

- 📗 Course Offering Information
- 🏠 Homepages
- 📊 Widgets

Site Resources

- 📚 Book Management
- 📅 Calendar
- 📖 Content
- 📘 Course Builder
- 📗 Course Design Accelerator
- External Learning Tools
- 📕 Forms
- 📄 Frequently Asked Questions
- 📖 Glossary
- ⬧ Import / Export / Copy Components
- Instructional Design Wizard
- ⚠ Learning Activity Library
- 🔗 Links
- 🗓 Manage Dates
- 🗂 Manage Files

Copying Content from Another Course or Sandbox

*Most courses will be using the **Copy Components from another Org Unit** option.*

1. Click the button to *Search for Offering* to find your previous course and select it.

Import/Export/Copy Components

What would you like to do?

- ⦿ Copy Components from another Org Unit
  What is an Org Unit?

  Course to Copy:

  [Search for offering] ←

  ☑ Include protected resources

  View History

2. At the bottom, you have the option to **Copy All Components** or **Select Components**
   - **Copy All Components** – Will copy *everything* from the previously selected course and start the copy into the new course.
     - This is best for copying from one semester to the next, into a fresh course.
     - **Note:** Selecting this option will immediately start the copy.
   - **Select Components** – Allows you to select portions of the previously selected course before copying.
     - This is best for copying work from a course or sandbox into a course that already has content.

If you chose **Copy All Components**, then you are finished. If you chose **Select Components**, keep reading…

3. You will be presented with a list of everything in the previous course, organized by type.

Choose Components to Copy

▷ Show the current course components

☐ Select All Components
    ☐ Attendance Registers (2 item(s))
    ☑ Content (199 item(s))
      ◯ Copy all items
      ◉ Select individual items to copy
      ☑ Include associated files
    ☐ Content Display Settings
      ◉ Copy all items
    ☑ Course Files (172 item(s))
      ◉ Copy all items
      ◯ Select individual items to copy
    ☑ Discussions (19 item(s))
      ◯ Copy all items
      ◉ Select individual items to copy
      ☑ Include associated files
    ☑ Assignments (16 item(s))
      ◉ Copy all items
      ◯ Select individual items to copy
      ☑ Include associated files
    ☐ Grades (18 item(s))
      ◉ Copy all items
      Select individual items to copy

[Continue] [Go Back] [Cancel]

4. Select the component(s) you would like to copy (e.g., Content, Assignments, Quizzes, etc.). You may need to scroll through the list.

5. As you are selecting the components to copy, choose whether to **Copy all items** or **Select individual items to copy**.

- **Copy all items** will copy *everything* from that component.

- **Select individual items to copy** gives you the opportunity to select portions to copy (e.g., Quizzes…but only Quiz 1 and 2).

Click **Continue** to move the process forward and select any additional settings such as offsetting dates from a previous semester.

When you've reached the end of what you can select, you will be presented with a **Finish** button. Clicking this will start the copy.