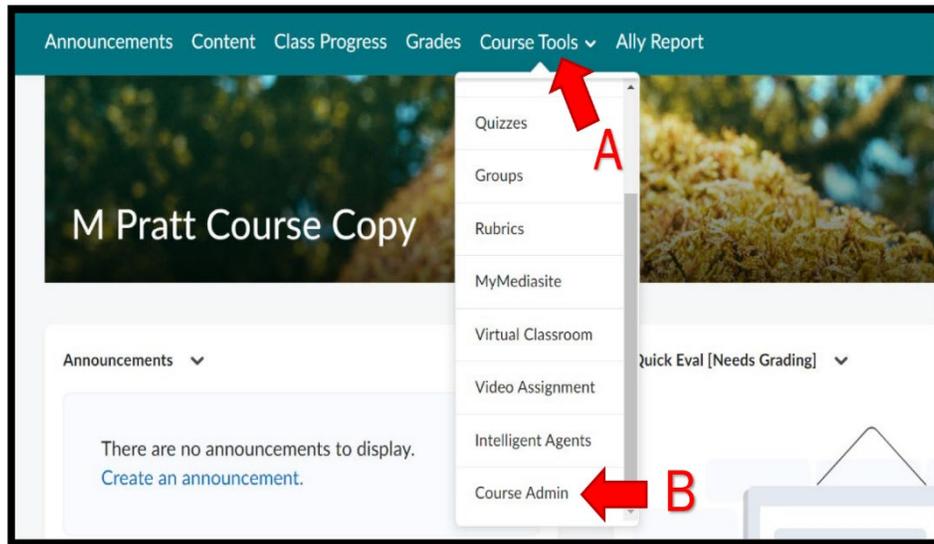




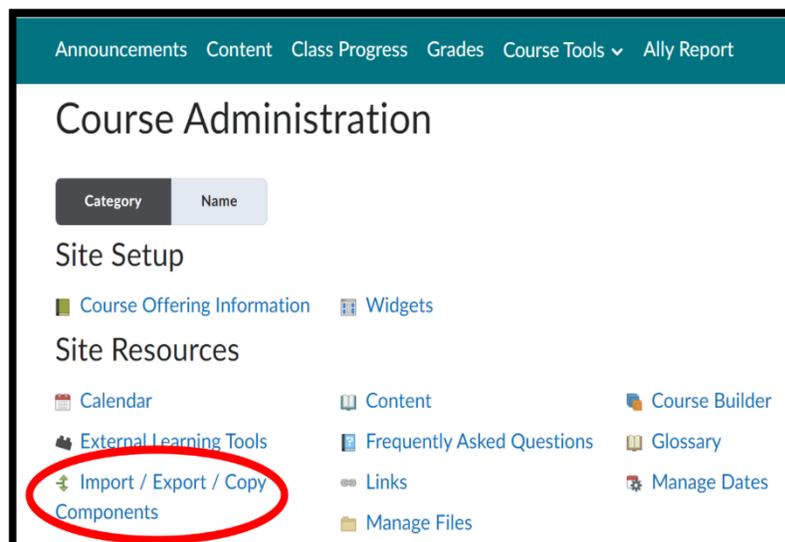
# Brightspace Course Copy Process

Follow these steps to copy the contents of one course into another.

1. Enter course you want to copy into.
2. From within your course,
  - A. Click “Course Tools”
  - B. Scroll down and select “Course Admin” from the drop-down menu.

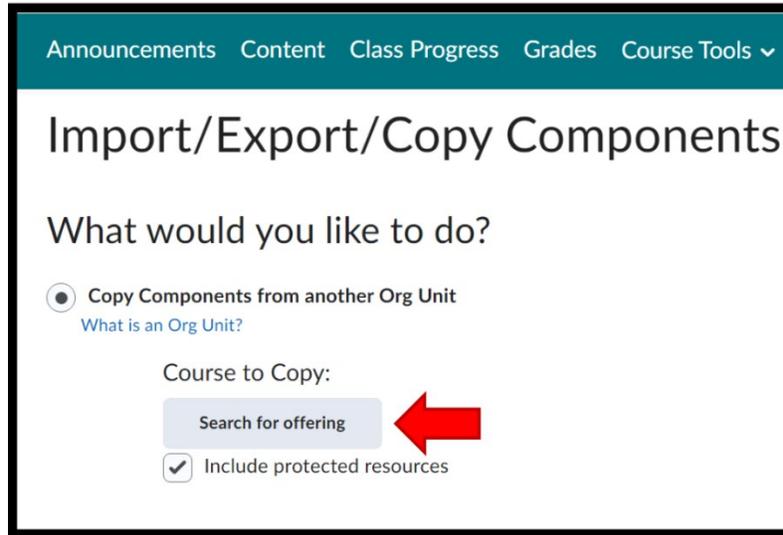


3. Select “Import/Export/Copy Components” in the Site Resources Section.

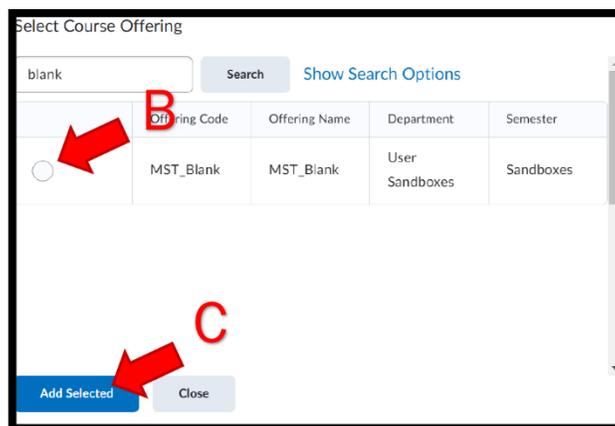
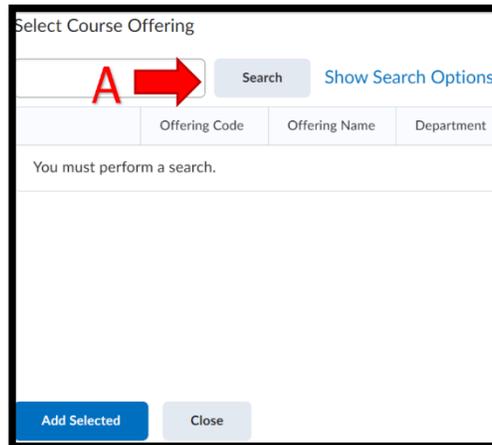




4. Select “Copy Components from another Org Unit” and click on the “Search for Offering” Button.



5. From the “Select Course Offering” window.
  - A. Click the “Search” button to see all course sites you can copy from.
  - B. Select the course you want to copy from.
  - C. And click “Add Selected”.





6. Select “Copy All Components”. You will be redirected to a page showing that the copy is in process and will update when the process is complete.

Announcements Content Class Progress Grades Course Tools ▾

## Import/Export/Copy Components

What would you like to do?

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

Course to Copy:  
MST Blank New Course Template ×

Include protected resources

[View History](#)

 **Copy All Components** [What is a Parent Template?](#) Select Components