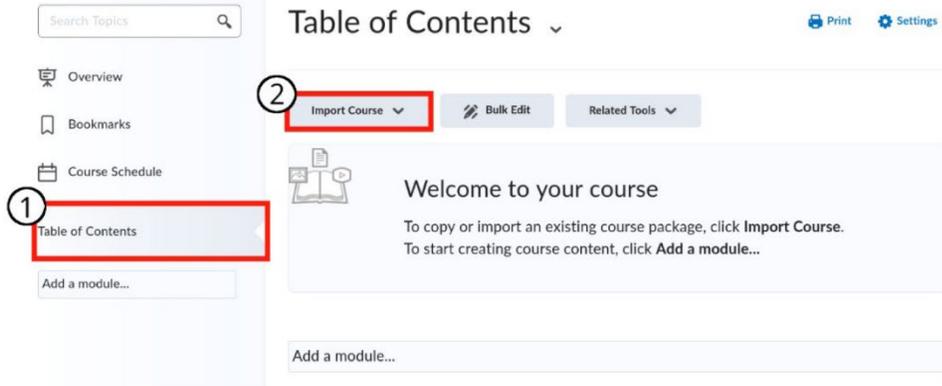


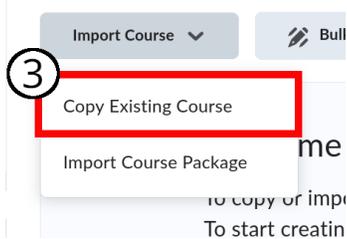
Granular Course Copy in D2L Brightspace

D2L Brightspace allows for a significantly more granular course copy process when compared to what is available in Blackboard. This means that instead of copying an entire course site, it is possible to copy only a specific module, submodule, or even specific items. To do so, follow the steps below:

1. Select the **Table of Contents** in your destination course's Content Area.
2. Select the **Import Course** at the top of the page.

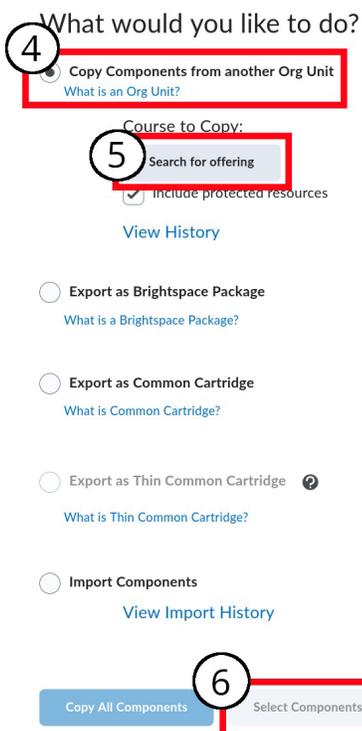


3. From the drop-down menu, choose **Copy Existing Course**.



4. On the resulting page, click the **Copy Components from another Org Unit** radial.
5. Use the **Search for Offering** button to select the course that you are copying content from.
6. Click on the **Select Components** button to begin choosing the items you wish to copy. (If you have copied components from this same course before, then you will receive a warning that you Have done so.)

Import/Export/Copy Components



7. On the next page, select the checkbox for the components/areas of your course that you would like to select content from to copy, and then click the radial option for **Select individual items to copy** below each option (this must be done for *each* option as the default is to copy all items).

The screenshot shows a user interface for selecting course components. A red box highlights the 'Content (3 item(s))' section, which includes a checked checkbox, a 'Copy all items' radio button, and a selected 'Select individual items to copy' radio button. A red circle with the number '7' is placed over the 'Select individual items to copy' radio button. Below this, the 'Content Display Settings' section is visible, with a 'Copy all items' radio button selected. A mouse cursor is pointing at the bottom of the 'Content Display Settings' section.

8. Once you have selected all desired areas and ensured that the **Select individual items to copy** option is selected, click the **Continue** button at the bottom of the page.

9. On the next page(s), you will be able to click the checkboxes for each module, submodule, and individual item that you would like to copy (clicking on the “plus” and “minus” boxes below modules to open and close their contents, respectively). Note that clicking on any submodule or child component will automatically copy the parent components in the hierarchy and clicking on a parent module will automatically select all submodules and child components.