**Copying Course Files in D2L**

**STEP 1**
Write down the CRN and/or course code of the course that you would like to copy

Find the course that you would like to copy

![Image: Search for a course with CRN and course codes listed.]

**STEP 2**
Click “Edit Course”

![Image: Course page with Edit Course option highlighted.]

1. Search for a course with CRN and course codes listed.
2. Click “Edit Course” on the course page.
STEP 3
Click Import/Export/Copy Components

STEP 4
Click “Search for Offering”
STEP 5
Type the course CRN you wrote in Step 1 and click “Show search Options”
Select the course from the search results
Click “Add Selected”
STEP 6
Verify that you have the selected course is the one you want to copy

Click “Copy All Components” to copy all course content

Click “Select Components” to copy only parts of the course
STEP 7 Copying components (If you are copying an entire course, skip Step 7 and 8)
Select components to copy

Click “Continue”
STEP 8
Confirm material to copy and click “Finish”

STEP 9
When you click “Finish,” the request will be processed.
When it is done, a green check mark will appear.

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1 Email ctatmailbox@roanestate.edu or call us at 865-882-4556 with any questions regarding accessibility