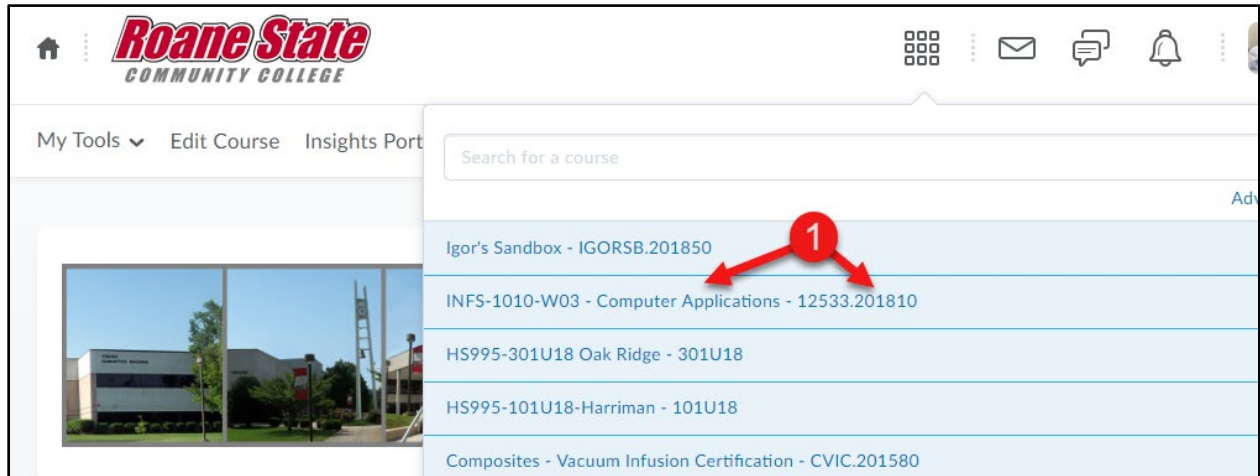


## Copying Courses in D2L

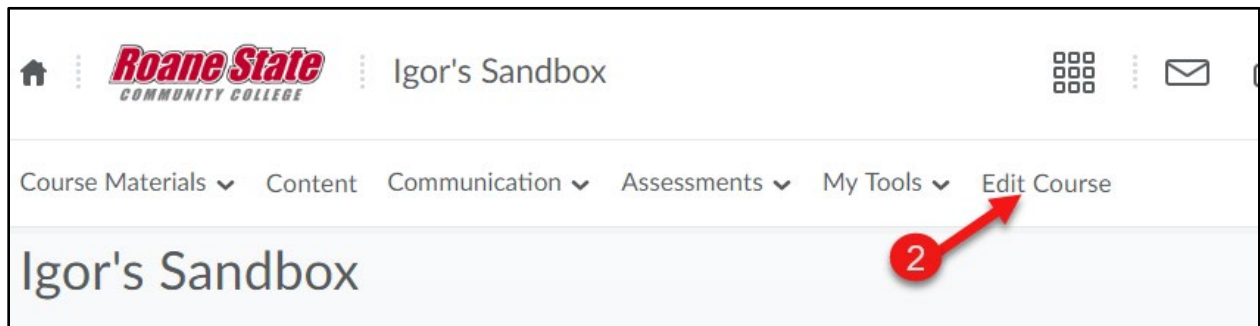
### Step 1

Find the course that you would like to copy content from and write down the CRN number and the course name.



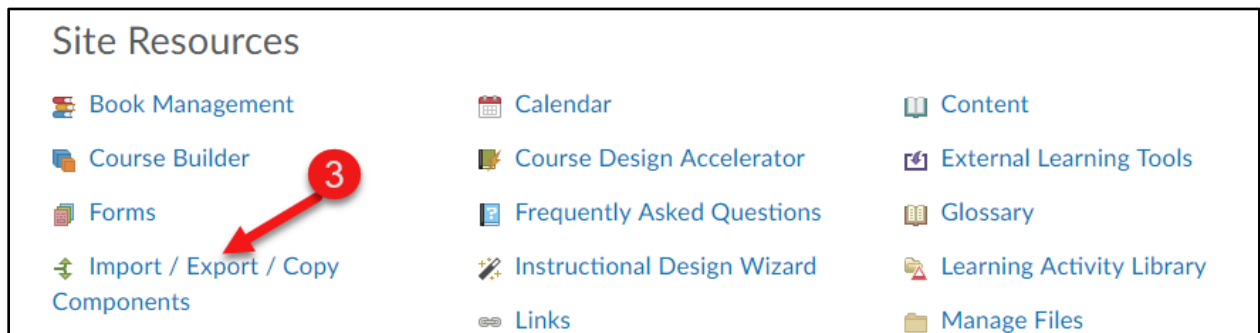
### Step 2

Go to the course you would like to copy content into and click on "Edit Course."



### Step 3

Under "Site Resources," click on "Import/Export/Copy Components."



## Step 4


Click on “Search for Offering.”

### Import/Export/Copy Components

What would you like to do?

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

Course to Copy:


 **4**

Include protected resources

## Steps 5, 6, and 7

Type the course CRN you wrote in Step 1 and click on the magnifying glass to search. Select the course from the search results, and click on “Add Selected”

### Select Course Offering

 [Show Search Options](#) **5**

1 Search Result [Clear Search](#)

Offering Code ▲	Offering Name	Department	Semester
<input type="radio"/> 91943.201880 <b>6</b>	INFS-1010-W03 - Computer Applications	Mathematics and Sciences	Fall 2018 Semester

▼

**7**


## Steps 8 and 9

Verify that the selected course is the one you want to copy, then click on “Copy All Components” to copy all course content. If you would like to copy only specific components, click on “Select Components.”

## Import/Export/Copy Components

What would you like to do?

**Copy Components from another Org Unit**  
What is an Org Unit?

Course to Copy:  INFS-1010-W03 - Computer Applications X

Include protected resources

[View History](#)


**Copy Components from Parent Template**  
What is a Parent Template?

Include protected resources

**Export Components**  
Should I include course files?

Include course files in the export package

**Import Components**



### Steps 10 and 11:


If you are copying all components, skip to Step 12. If you are copying specific components, select the components you would like to copy and click on “Continue.”

## Choose Components to Copy

▶ [Show the current course components](#)

Select All Components


Attendance Registers (1 item(s))

Copy all items 

Select individual items to copy

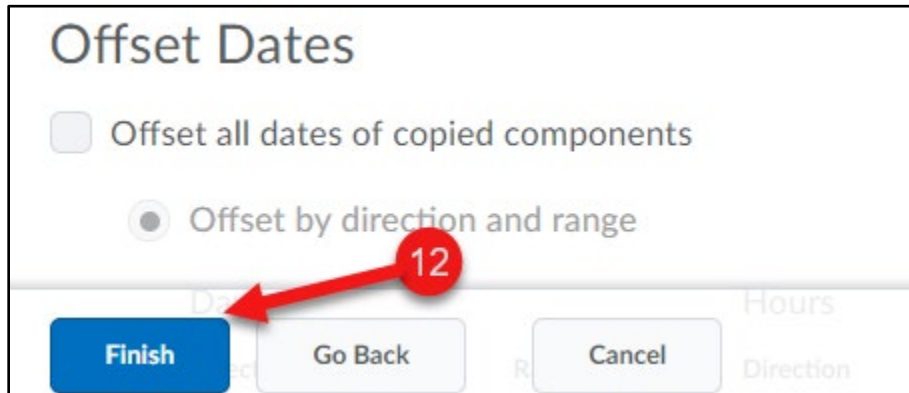
Calendar (465 item(s))

Copy all items

Copy all items 

## Step 12

Confirm material to copy and click on “Finish.”



The screenshot shows a dialog box titled "Offset Dates". It contains two radio button options: "Offset all dates of copied components" (which is unselected) and "Offset by direction and range" (which is selected). Below the options is a horizontal bar with a red circle containing the number "12" and an arrow pointing to the "Finish" button. The "Finish" button is blue and located on the left side of the bar. To its right are "Go Back" and "Cancel" buttons. The background of the dialog is light gray with some faint text like "Hours" and "Direction" visible.

## Step 13

When you click on “Finish,” the request will be processed. When complete, a green check mark will appear.



<sup>1</sup> If you have any questions, please contact CTAT at [ctatmailbox@roanestate.edu](mailto:ctatmailbox@roanestate.edu) opens in new window or give us a call at 865-882-4556