

## Copying Courses in D2L

Consider these things before copying a course that another instructor has created:

- Who created the course and who taught the course previously?
- Do you have permission to access these course materials?
- Who is the instructor of record for the course?
- Where is the course located that you will be copying into your course?

To copy course components from one D2L course into a new D2L course:

1. Log into D2L, click on the course you wish to copy content **INTO**.
2. Once the course has loaded, click **Edit Course** on the upper-right hand side of the screen.
3. Next, click on the **Components** link in the navigation bar across the top of the page.
4. In the second box in the Copy Course Components section, you will see "**Copy the selected course components from.**" Click the circle next to **Existing Offering** and then use the drop-down menu to locate the course that you want to copy **FROM**.
5. Now scroll down and select the boxes next to the components you want to copy. You can choose individual course components such as "checklists" and "course files," **but usually the best thing to do is to check SELECT ALL. This guarantees that you will not miss anything when you are copying content.** (Note: It is generally easier to copy all and then delete what you don't want than to copy individual components.)
6. When you are finished, click the **Copy** button. **If you copy your course over and over, the items will simply multiply so only hit the Copy button once!**
7. The next page will show you a confirmation that the course has copied successfully. You can then go into the main course area and review your components.

**Note:** Items in the course you are copying into will not be overwritten when you copy items. For example, if you have three checklists in your current course and copy three checklists from another course, your current course will have a total of six checklists.

Your course is not ready to release to students until you check and update (if necessary) the following items:

- Update course “**Start Date**” and “**End Date**” (don’t do anything to “**Active**”!!!) from the “**Edit Course Offering Info**” page.
- Messages on the discussion boards won’t copy over. Any examples or sample messages that you have provided in the form of a message should be included in the **Forum Description** or **recreated in the new course**.
- Update any text items that are time sensitive (e.g., syllabus, schedule).
- Update **News Items**.
- Update selective release dates and times for **Content**.
- Update dates/times for **Quizzes** and **Discussion Boards**.
- Update dates/times for **Drop Boxes**.
- Create your **Navbars** and **Widgets** since these do not copy over from previous courses.