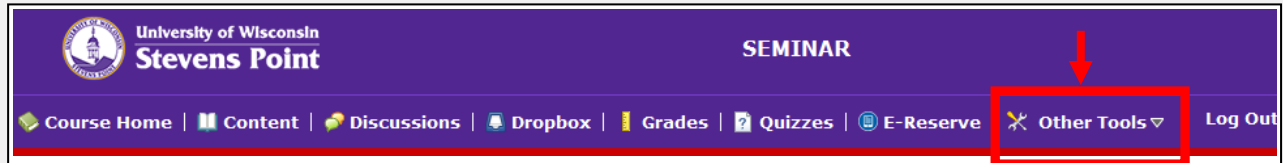# Copy Course Materials from a Prior Semester into a New D2L Course

Use the **Copy Course Components** tool to copy the structure of an existing course (without student data) into a new course space.

1. *Log in* to D2L and *open* your <u>new course</u> (i.e. the course that will receive the content).

2. On the course navbar at the right, select **Other Tools**, and then **Edit Course**.

3. From the Course Administration screen *select* **Import/Export/Components**.

4. On the Import/Export/Copy Components screen, *select* **Copy Components from another Org Unit.**
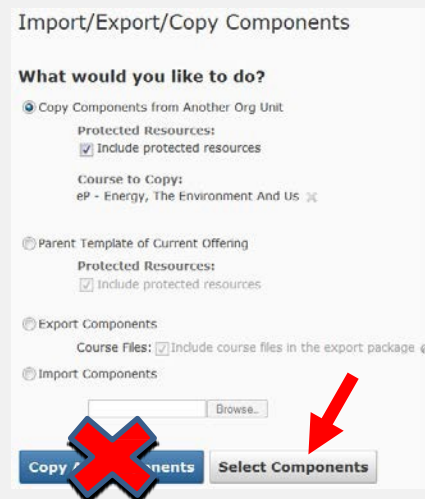
5. *Click* **Search for offering.** *A Select Course Offering pop up box will open.*

6. *Select* the old course that you want to copy *(see Very Important Tip below).*

*Very Important Tip: to narrow your search - in the **Search For** box type the course number and click the magnifying glass icon.*

7. Click **Add Selected** to close the Search for offering box.

8. Click **Select Components**. *This takes you to the Choose Components to Copy screen.*

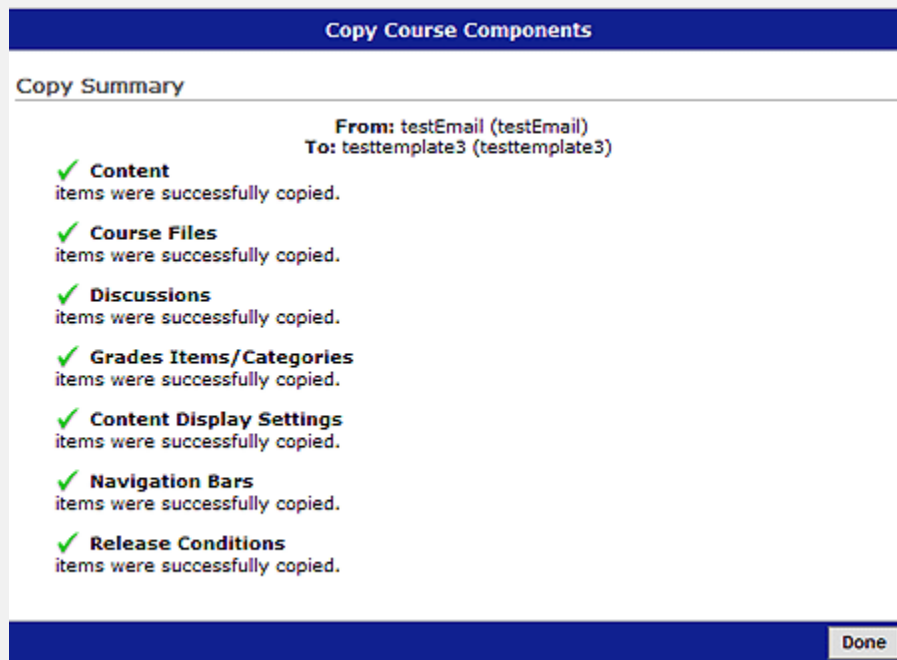**Why shouldn't I select Copy All Components?**
This copies your entire course structure <u>including</u> the shadow of your previous section listing. This can be confusing when viewing grades, dropbox and classlist by section, and when creating student groups for the current semester.

On the **Choose Components to Copy** screen,

9. Place a check next to "**Select all Components**", to select all components in the list.

10. *Uncheck* **Groups** in this list. *Copying Groups copies over a shadow of your old section and other old groups in the Manage Groups area. Copying Groups can cause confusion at a later date.*

11. *Click* **Continue.**

Important! Select BOTH Content and Course Files. These should be copied together. Content Topics link to Course Files stored in the Manage Files area. If you did not select both of these components, *click* **Go Back** and select both.

12. On the **Confirm Components to Copy** screen, *click* **Finish**.

13. On the **Copy Summary** screen, wait for all components to show a green check which means they were successfully copied.

14. *Click* **Done.**