

# Import/export/copy components

## Copy All Components

In some cases when starting a new semester you just need to copy the contents from a previous course to get going. Here are the steps to copy the content from one section to another.

1. Locate the course you are going to teach for the current or future semester (the course you are copying the content into) and access it
2. Go to Course Admin
3. Click Import / Export / Copy Components

4. Leave the option Copy Components from another Org Unit check and click “Search

## What would you like to do?

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

Course to Copy:

Search for offering

Include protected resources

[View History](#)

- Copy Components from Parent Template  
[What is a Parent Template?](#)

Include protected resources

- Export as Brightspace Package  
[What is a Brightspace Package?](#)

- Export as Common Cartridge  
[What is Common Cartridge?](#)

- Export as Thin Common Cartridge  
[What is Thin Common Cartridge?](#)

- Import Components

Select a component source:

from Learning Object Repository

from a course package

[View Import History](#)

Copy All Components

Select Components

for offering”

5. Using the search box search for the course you would like to copy from. The best search term would be the CRN of the course you are copying from, but you can use the course code or Name.
6. Click Search
7. Check the button next to the course you would like to copy from the list
8. Click Add selected
9. Choose Copy All Components to copy everything over.
  - a. Note: It’s recommended to copy everything over and to remove what you are not needing rather than copy each piece at a time. If you are only copying a few things like a group of quizzes, or set of discussions you can choose Select Components

## What would you like to do?

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

Course to Copy:

Demo\_Course2 ×

Include protected resources

[View History](#)

**Copy Components from Parent Template**  
[What is a Parent Template?](#)

Include protected resources

**Export as Brightspace Package**  
[What is a Brightspace Package?](#)

**Export as Common Cartridge**  
[What is Common Cartridge?](#)

**Export as Thin Common Cartridge**  
[What is Thin Common Cartridge?](#)

**Import Components**

Select a component source:

from Learning Object Repository

from a course package

[View Import History](#)



10.

11. You should see a progress bar to indicate the process and a check mark when it is complete.

12. Click Course Home to get to the front of the course.

## Copy Select Components

In some cases you just need to copy over a few things like quiz questions or a homepage widget for example. You can copy anything from one course to another except student work as long as you are the instructor or designer for both sections. If you would like to have content copied from a course that you are not an instructor for you can reach out to us at [celt@clayton.edu](mailto:celt@clayton.edu) along with the instructor who you are requesting content from. Also if you would like to share the content with another instructor please let us know what you would like shared. Here are the steps to copy select components

1. Go to the course you would like to copy the content into
2. Go to Course Admin
3. Choose Import / Export / Copy Components
4. Leave Copy Components from another org unit checked and click "Search for offering"
5. Using the search box search for the course you would like to copy from. The best search term would be the CRN of the course you are copying from, but you can use the course code or Name.
6. Click Search
7. Check the button next to the course you would like to copy from the list
8. Click Add selected
9. Click Select Components

## What would you like to do?

**Copy Components from another Org Unit**

[What is an Org Unit?](#)

Course to Copy:

Demo\_Course3

Include protected resources

[View History](#)

**Copy Components from Parent Template**

[What is a Parent Template?](#)

Include protected resources

**Export as Brightspace Package**

[What is a Brightspace Package?](#)

**Export as Common Cartridge**

[What is Common Cartridge?](#)

**Export as Thin Common Cartridge**

[What is Thin Common Cartridge?](#)

**Import Components**

Select a component source:

from Learning Object Repository

from a course package

[View Import History](#)

[Copy All Components](#)

[Select Components](#)

10.

11. Select the components you would like copied by checking the box next to the tool and choosing either copy all items or select individual items to copy. If there is an option to Include Associated Files leave that checked.

12. Click Continue

13. If you picked select individual items to copy you should see a screen prompting to choose those items. You might need to click the + icon next to the tool name. Check the box next to what you would like copied over.

14. Click Continue

15. On the Confirm Components to copy step you can choose to offset dates. This will allow you to move the dates of the component if there are due, start, or end dates

for the items that are being copied. You may also leave this option blank if you prefer to set those dates later in the course

16. Click Finish

17. You should see a progress bar to indicate the process and a check mark when it is complete.

18. Click Course Home to get to the front of the course.