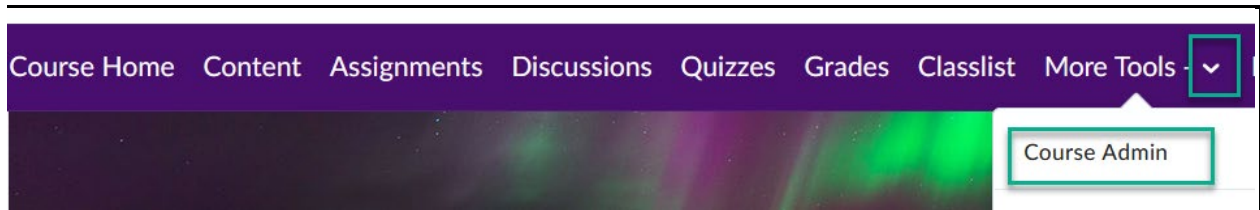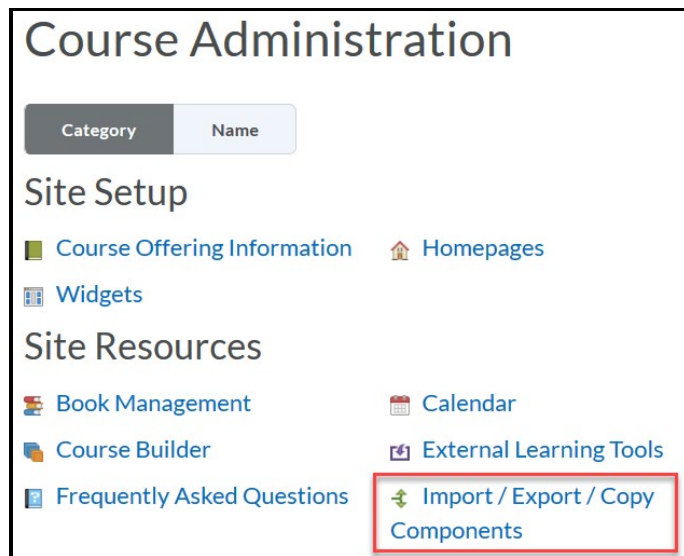# HOW TO Copy Course Materials to a New Semester

This guide will show you how to copy content into your course shell. These are general directions for copying any content.
Please do not hesitate to contact The Teaching and Learning Center by contacting us at 303.352.3201 or TLC@ccd.edu if you need assistance.

Log into your current semester course shell. Click on the **More Tools→Course Admin** link on the NAV bar.



On the next screen, click on **Import / Export / Copy Components**.

On the next screen, leave the "Copy Components…" radio button selected and click the "**Search for offering**" button.

A pop-up screen will appear which requires you to search for the course **from a past semester** and from which you want to copy **select components**.
**The best way to search is by semester.** So type a semester code into the **search box** (for example **FA22**), and click the Search icon (magnifying glass).

- **When copying the Institutional Policies shell, type in FA23 Institutional** in the search bar. **For this course content ONLY,** after typing in the course name, **choose Copy All Components.**

- If you newly hired and do not see the Institutional Policies shell, please contact the Teaching Learning Center at tlc@ccd.edu

**\*\*MAT and ENG only:** For **cross-listed courses**, make sure you have both the C and the R sections typed in as part of the course ID e.g. **MAT 135 01C-01R** or **ENG 121 14C-14R.** If you only have one of the sections listed, it will copy over no content because the individual sections are empty.

All the courses you taught that semester will appear on a list. Click the "radio button" next to the course from which you want to copy, and then click the **Add Selected** button.

### Select Course Offering

learn d2l 🔍   Show Search Options

**2 Search Results**    Clear Search

| | Offering Code ▲ | Offering Name | Department | Semester |
|---|---|---|---|---|
| ○ | Learn D2L | Learn D2L | TLC | |
| ○ | Learn D2L Student Success Workshop | Learn D2L Student Success Workshop | TLC | Training Semester |

[Add Selected] [Close]

After you have selected a course to copy from, the two buttons at the bottom of the screen become active (clickable). **Avoid clicking the Copy All Components button**. Use the **Select Components** button instead. This will allow you to choose the specific activities you want to copy into the new course. NOTE: If you attach files or images to Assignment folders, Discussions, or Quizzes, you will need to copy those **Course Files**. If you are uncertain which **course files** to copy, select all of them.

## What would you like to do?

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

  Course to Copy:

  Learn D2L ✕
  ✔ 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**

  Select a component source:

  ○ from Learning Object Repository

  ● from a course package

**Copy All Components**   |   **Select Components**

After you have chosen to **Select Components**, a new screen will appear that allows you select specific items from the course you are copying. The following are recommendations:

- **<span style="color:red">Do not copy attendance register(s)</span> – current attendance registers can be found in the Attendance course**
- Choose the box for all course files at the bottom of the list of tools.
- Discussions and Assignment folders: either choose copy all items or select individual items to copy. Keep the box checked for include associated files.
- Grades: copy Grade Settings, too.
- Copying Groups is not necessary if you do not use them.
- Announcements: either choose copy all items or select individual items to copy. Keep the box checked for include associated files.
- Quizzes and Question Library: Copying the Question Library is essential if you are copying Quizzes. If there is no Question Library, the quizzes still copy to a new course. (Best practice is to have all questions moved into the question library, however, as copying quizzes repeatedly from one semester to the next may cause links to questions to break. If questions are in the question library, quiz questions are anchored to the course and will be less likely to break.)

After you have clicked **Continue**, a final screen will appear that asks you to confirm the Components you wish to copy. If you are satisfied with your selection, click the blue **Finish** button. If you want to make changes, click the Go Back button.
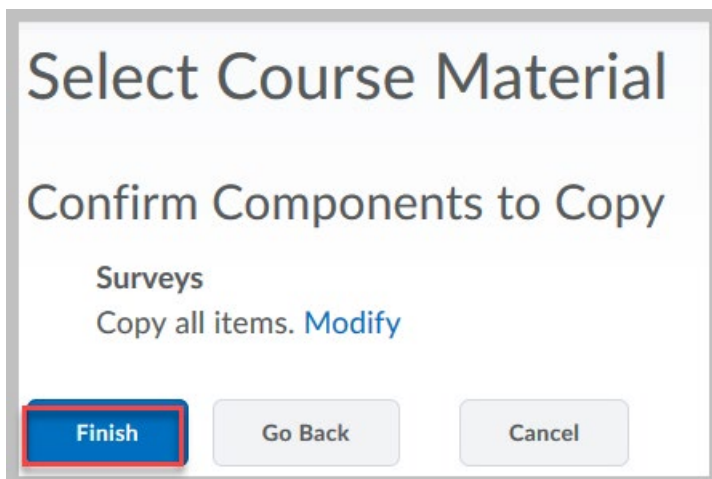


Once you click Finish, it will take a few moments to copy everything into your new course. Look at Content and delete any duplicate modules or files.