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Copying Course Content

Desire2Learn allows you to copy your course content from one course to another.

To copy course content

1. Log in to D2L and select the course for which you would like to copy course content.
2. Select the Content link in the navigation bar.

3. Select Table of Contents then Import Course then Copy Existing Course.

4. Select Copy Components from Another Org Unit, check include Protected Resources.

5. Click Search for offering, click the magnifying glass icon, select the course you want to copy from the list and select Add Selected.
6. Once the course is selected, you will be able to select the content you would like to copy.
   a. If you are copying the entire course, click **Copy All Components**.

   b. If you are copying only parts of the course, click **Select Components**. Then you will be able to select the checkboxes next to the individual items. You also have the option of selecting only certain items within each component area. To do this, select the radio button next to **Select individual items to copy**.

   i. When you have finished selecting your course content, select **Continue**.

   ii. If you chose to copy only certain items, you will need to select the checkbox next to the appropriate items and select **Continue**.

   iii. Review your choices to confirm the items to be copied. If you need to make any adjustments, select **Go Back**. If the content is correct, select **Finish**.

7. The items will then be loaded into the course. When all the components have loaded, select **Done**.

8. Check your course to make sure all your content has been successfully copied.