

Copying Content from a Previous Term Course to a New Course

1. From the D2L “**My Courses**” area, you should see your courses from previous terms (2007-2010SP). Also, there should be an empty course for the current term – “Summer 2010”.

The screenshot shows the D2L interface for a user named Tamela Bastion. The top navigation bar includes 'My Home', 'Help', 'MU Main Page', and 'Welcome, Tamela Mar 2'. The main content area is divided into three sections: 'My Settings', 'News', and 'My Courses'. The 'My Courses' section displays a table of courses:

Course	Actions
Converted Courses	
Summer 2008	
(W)TchElemLangArts190 - 2008SUELE-4403-190	
Summer 2009	
(W)TchElemLangArts190 - 2009SUELE-4403-190	
(W)TchElemLangArts190 - 2009SUELE-4403-190-RECOVERED	
TchElemRdq&LitI101 - 2009SUELE-4425-01	
TchElemRdq&LitI101 - 2009SUELE-4425-01-RECOVERED	
Sandbox	
Summer 2010SU	
MU Course Name - 2010SUXXX-9999-99	

An arrow points to the 'MU Course Name - 2010SUXXX-9999-99' course in the 'Summer 2010SU' section.

2. Access the 2010SUXXX-9999-99 (empty) course
3. Click on “**Edit Course**”

The screenshot shows the 'Edit Course' page for the course 'MU Course Name'. The top navigation bar includes 'My Home', 'Locker', 'Help', and 'Mar 23'. The main content area is divided into three sections: 'User Links', 'News', and 'Edit Course'. The 'Edit Course' section displays the following information:

There are no current updates for Course Name

Bookmarks

My Bookmarks

No bookmarks have been added

Google Search

Google

Google Search

Role Switch

Current Role: -- My Role (Instructor) --

An arrow points to the 'Edit Course' link in the top navigation bar.

4. Select “Import/Export/Copy Components”

My Home Locker Help Mar 23, 2010

MANSFIELD UNIVERSITY MU Course Name

Course Home Content Dropbox Discussions Quizzes Grades Edit Course Checklist Er

Instructions

- Use this page to select the course admin tool you want to use.

Course Administration
2010SUXXX-9999-99 - MU Course Name

General

- [Course Offering Information](#)
Edit the Course Offering name or code, change the colors used for this Course Offering, change the location where files are stored, or modify other settings.
- [Homepages](#)
Select a homepage to use for this Course Offering, edit the appearance of the current homepage, or create custom widgets for the homepage.
- [Widgets](#)
Create, edit or delete widgets. Share widgets across the organization. Upload thumbnails for custom widgets.

Tools

- [Import / Export / Copy Components](#)
Import course components from a file or copy them from another org unit; export components to a zip file.

Administration

- [Groups](#)
Set up, edit, or enroll users in groups; create group areas.
- [Tools](#)
Activate or deactivate tools for this Course Offering, rename tools, or customize tool help.

5. The default - “Copy components from another Org Unit” is correct, click Next.

My Home Locker Help Edit Course

MANSFIELD UNIVERSITY MU Course Name

Course Home Content Dropbox Discussions Quizzes Grades

Course Admin Tools

- Course Offering Information
- Homepages
- Widgets
- Groups
- Tools
- Import / Export / Copy Components**
- Intelligent Agents
- Manage Files
- Self-Registration

Import/Export/Copy Components

What would you like to do?

- Copy Components from another Org Unit
 - Protected Resources: Include protected resources
- Export Components
 - Course Files: Include course files in the export package ?
- Import Components
 - from Learning Object Repository
 - from a File
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6. In the “Existing Offering” area, click on the dropdown arrow to select the course you would like to copy content from (source).

My Home Locker Help

MANSFIELD UNIVERSITY MU Course Name

Course Home Content Dropbox Discussions Quizzes Grades

Course Admin Tools

- Course Offering Information
- Homepages
- Widgets
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- Import / Export / Copy Components**
- Intelligent Agents
- Manage Files
- Self-Registration

Copy Course Components

Current Course Components

[Show the current course components](#)

Copy the selected course components from

Existing Offering

--- Select Offering ---

- (W)TchElemLangArts190(2008SUELE-4403-190)
- (W)TchElemLangArts190(2009SUELE-4403-190)
- (W)TchElemLangArts190(2009SUELE-4403-190-RECOVERED)
- TchElemRdg&LitII01(2009SUELE-4425-01)
- TchElemRdg&LitII01(2009SUELE-4425-01-RECOVERED)

Choose Components to Copy

Next

7. Wait a few seconds for the screen to show the components in this course.

Course Home Content Dropbox Discussions Quizzes Grades

Groups

Tools

Import / Export / Copy Components

Intelligent Agents

Manage Files

Self-Registration

View User Progress

Instructions

- Select the components that you want to copy

Existing Offering

(W)TchElemLangArts190(2009SUELE-4403-190-RECOVERED)

[Search for offering](#)

Parent Template of Current Offering

Choose Components to Copy

Select All Components

- Content** (212 item(s))
 - Copy all items
 - Select individual items to copy
- Content Display Settings**
 - Copy all items
- Course Files** (312 item(s))
 - Copy all items
 - Select individual items to copy
- Discussions** (221 item(s))
 - Copy all items

by checking the names of the corresponding tools.

- ▶ **Note:** Release conditions will only be copied if you also copy the referenced items at the same time.
- ▶ Select a source course offering or template under the **Copy the selected course components from** heading.
- ▶ This page is for copying components from course offerings or templates into this course offering.
- ▶ Click on the **View Detail** links to view components that currently exist.

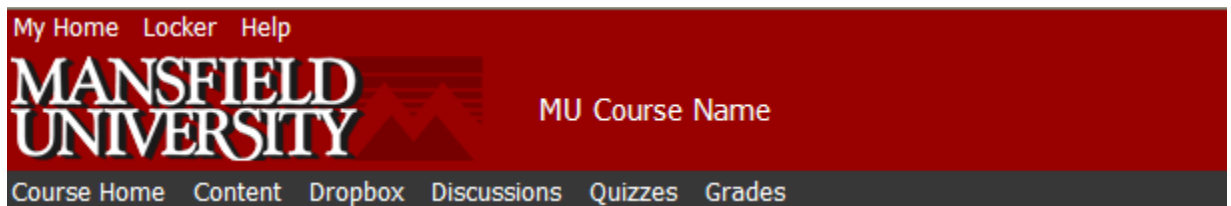
- Select individual items to copy
- Dropbox (6 item(s))**
 - Copy all items
 - Select individual items to copy
- Grades (40 item(s))**
 - Copy all items
 - Select individual items to copy
- News (19 item(s))**
 - Copy all items
 - Select individual items to copy
- Release Conditions**
 - Copy all items

Next

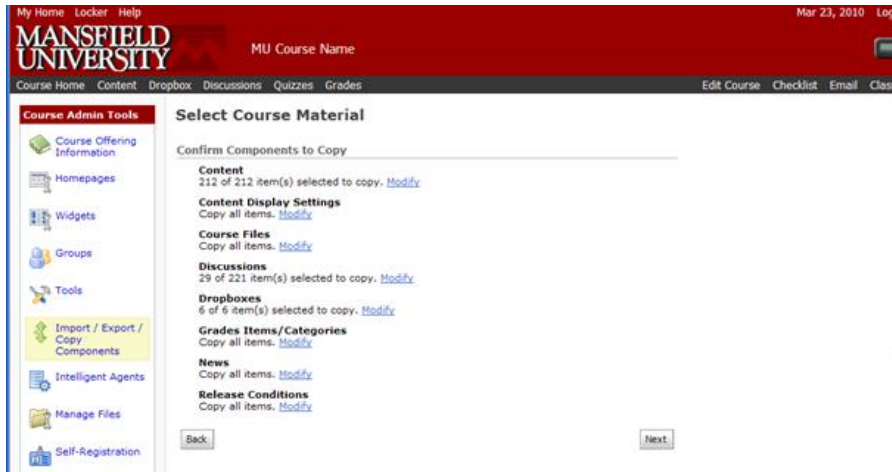
8. At this time, we would suggest checking “**Copy all items**” for all components, except the Discussions. This area should be given some consideration before copying. All content can be edited or removed after copying.

If you just want the discussion forums, and not the student posts, it would be best to “**Select individual items to Copy.**” A list of all the items under that area will be displayed, after you have clicked on the “next” button. You will need to check each of the Discussion Forums, and remove the checks associated with each of the student posts.

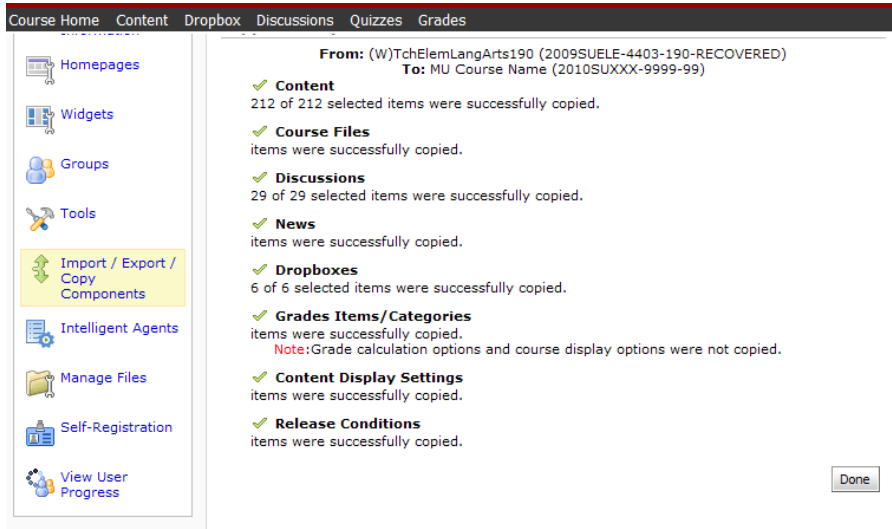
If you decide to take everything from your previous course, including Discussion posts, check the box “**Select all the components**” to copy all the content from the source to the empty term site.



Note: The name of the empty course (destination) will be in the maroon banner across the top of the page – MU Course Name.



Once you have selected the content, and other components to copy, a summary page will appear with the status message – successfully copied.



03/23/10