



How do I copy content from 1 Brightspace course to another?

- 1) **Login** to Brightspace and **access the course you need content copied to**.
- 2) Click the **Course Admin** link in the navbar.

Content Activities & Assessments ▾ Grades Class Progress Calendar **Course Admin** Help ▾



- 3) Under Site Resources, click **Import/Export/Copy Components**.

A screenshot of the "Site Resources" menu. The menu items are: Book Management, Course Builder, Forms, Import / Export / Copy Components, Calendar, Course Design, Frequently Asked Questions, Instructional Resources, and Links. The "Import / Export / Copy Components" item is highlighted in yellow, and a red arrow points to it from the right.

- 4) Select the **Copy Components from another Org Unit** option, and then select **search for offering**.

Import/Export/Copy Components

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



- Copy Components from Parent Template**
What is a Parent Template?

- Include protected resources

5) Search and select the **course offering** you need content from.

Select Course Offering

math  Show Search Options

422 Search Results [Clear Search](#)

| | Offering Code ▲ | Offering Name |
|-----------------------|-----------------------------|-----------------------------|
| <input type="radio"/> | 2016.01.SPR.AS.MATH.1011.01 | 2016.01.SPR.AS.MATH.1011.01 |
| <input type="radio"/> | 2016.01.SPR.AS.MATH.1100.02 | 2016.01.SPR.AS.MATH.1100.02 |
| <input type="radio"/> | 2016.01.SPR.AS.MATH.1100.06 | 2016.01.SPR.AS.MATH.1100.06 |
| <input type="radio"/> | 2016.01.SPR.AS.MATH.1300.01 | 2016.01.SPR.AS.MATH.1300.01 |
| <input type="radio"/> | 2016.01.SPR.AS.MATH.1301.01 | 2016.01.SPR.AS.MATH.1301.01 |
| <input type="radio"/> | 2016.01.SPR.AS.MATH.1301.04 | 2016.01.SPR.AS.MATH.1301.04 |
| <input type="radio"/> | 2016.01.SPR.AS.MATH.1301.07 | 2016.01.SPR.AS.MATH.1301.07 |
| <input type="radio"/> | 2016.01.SPR.AS.MATH.1301.10 | 2016.01.SPR.AS.MATH.1301.10 |
| <input type="radio"/> | 2016.01.SPR.AS.MATH.1301.13 | 2016.01.SPR.AS.MATH.1301.13 |
| <input type="radio"/> | 2016.01.SPR.AS.MATH.1301.14 | 2016.01.SPR.AS.MATH.1301.14 |

[Add Selected](#) [Close](#)

6) Select **Copy All Components** and wait for process to complete.

Copy Course Components History

WGS 2612-01 Lesb Gay Bisex Transgndr (2017F)

Copy All Components Started: crawfobn, Tuesday, May 30, 2017 10:37 AM CDT

 The copy is queued, please wait for processing...

[Copy Another Package](#)

[View Content](#)