

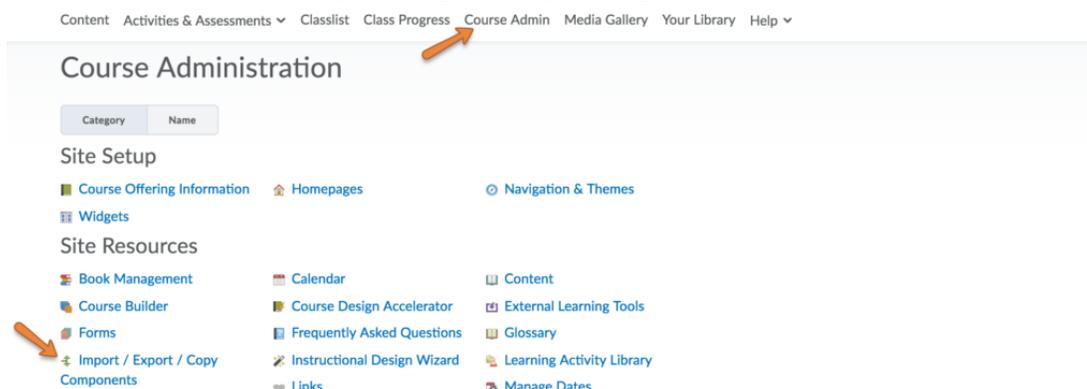
## How to Copy Content From One Brightspace Course to Another

There will be times when you'd like to transfer pieces of content from one Brightspace course to another. As long as you are the instructor for both courses, this is a simple process you can do yourself.

If you want to transfer content from a course where you are not the instructor, please contact Brightspace Support for assistance. The permission of both instructors or a department chair is required for this.

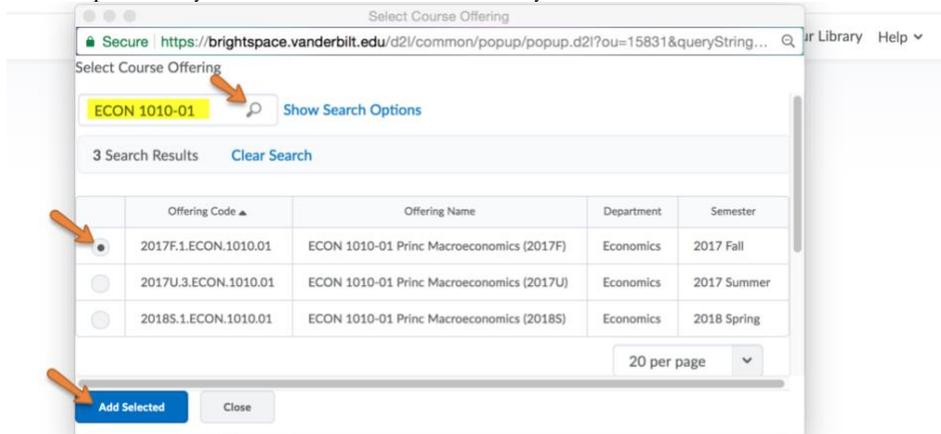
### Copy content from one course to another

1. Login to Brightspace and access **the course you need content copied to**.
2. Go to **Course Admin -> Import/Export/Copy Components**.



The screenshot shows the 'Course Administration' menu in Brightspace. An orange arrow points to the 'Course Admin' link in the top navigation bar. Another orange arrow points to the 'Import / Export / Copy Components' link in the 'Site Resources' section of the 'Course Administration' page.

3. Select **Copy Components from another Org Unit**, and then click on **Search for Offering**. This will open a window where you will search for the course that contains the material you desire.
4. Enter the course prefix, number, and section (ex. ECON 1010-01) and click the magnifying glass icon to perform your search. Select the course you want and click **Add Selected**.



The screenshot shows the 'Select Course Offering' search window. An orange arrow points to the search input field containing 'ECON 1010-01'. Another orange arrow points to the magnifying glass icon. A third orange arrow points to the 'Add Selected' button at the bottom of the window. The search results table is as follows:

Offering Code	Offering Name	Department	Semester
<input checked="" type="radio"/> 2017F.1.ECON.1010.01	ECON 1010-01 Princ Macroeconomics (2017F)	Economics	2017 Fall
<input type="radio"/> 2017U.3.ECON.1010.01	ECON 1010-01 Princ Macroeconomics (2017U)	Economics	2017 Summer
<input type="radio"/> 2018S.1.ECON.1010.01	ECON 1010-01 Princ Macroeconomics (2018S)	Economics	2018 Spring

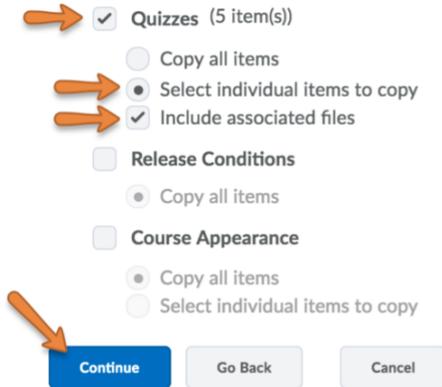


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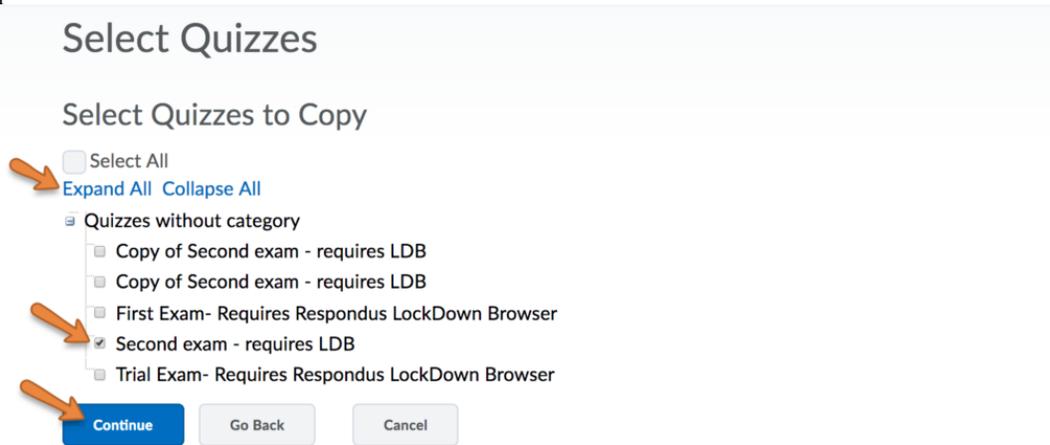
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- You are now back at the original window. At the bottom, click **Select Components**.
- At this new window you will select the specific components you want to transfer. Make your selections and click **Continue** when you are ready to proceed. *In this image we are transferring a single quiz. It is a good idea to check **Include Associated Files**.*



- On the following page you will view the components - in this example they are Quizzes. Check the boxes next to the components you want to transfer. You may need to click **Expand All** to see these components. When you are ready, click **Continue** to proceed.



- Finally you will arrive at a confirmation page. If you are satisfied, click **Finish**. You will see a window displaying your transfer, along with a report of prior transfers of content. Do not close this window until it has completed the process. You will receive a message on this screen when the process has completed.

