Import a Course or Components of a Course

- Between semesters, or at times during a semester, you will need to copy entire courses or specific content/components within your course from one section to another.

  This will cover importing *an entire course*, as that's where faculty often need to begin. Two notes:

  - *Exporting* is a way to package, download, and save a copy of the course to your computer, e.g., if you want to make sure you have your own copy for use a semester or more into the future.

  - If you wish to import *only selected components* from another Brightspace class website, follow the import instructions below but be sure to click the button at the bottom of the screen that says "Select Components." This is useful if you only wish to bring in your quizzes from another section, or only certain webpages or files, etc.

Also: For moving from summer 2022 into fall 2022, most faculty will need to move their materials from the Conversion Semester to the Fall 2002 semester. You can build your fall 2022 course either in conversion and then copy it over, or copy it over and then build your fall 2022 (students cannot enter your fall 2022 course by default until September 1 unless you manually change the course offering dates).

1. [Log in Brightspace](#) and click the class into which you want to copy an entire course or components of a course. (That is, click into the *destination* class website, the one you want to bring stuff into.)
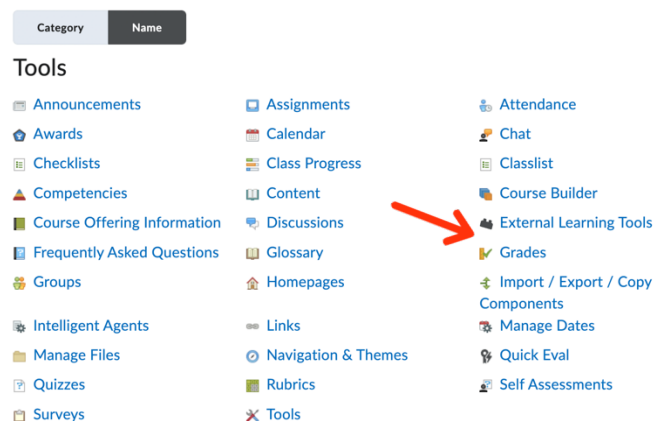
2. Click Course Tools, then Course Admin.

   If you prefer, you can click to organize your tools by name (so they are presented in alphabetical order, as shown at right) rather than by category.

3. Click Import/Export/Copy Components.

   In the Import/Export/Copy page, you'll be presented with four options:

   - Copy Components from another Org Unit

- o Export as Brightspace Package
- o Export as Common Cartridge
- o Import Components

4. Click Copy Components from another Org Unit and under Course to Copy, click 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

( ) Export as Brightspace Package
What is a Brightspace Package?

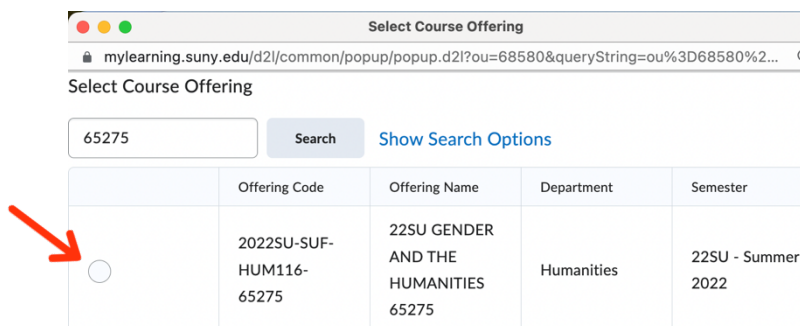( ) Export as Common Cartridge
What is Common Cartridge?

( ) Export as Thin Common Cartridge
What is Thin Common Cartridge?

[Copy All Components]   [Select Components]

In the next window, you need to search for the class that you want copied. You can type the CRN of the class you wish to copy, or the course code (such as ENG101), or even the course title. Once you see the desired course, check the radio button to the left (in the first column), and click Add Selected.

Select Course Offering

🔒 mylearning.suny.edu/d2l/common/popup/popup.d2l?ou=68580&queryString=ou%3D68580%2... 🔍

Select Course Offering

[65275]   [Search]   **Show Search Options**

	Offering Code	Offering Name	Department	Semester
◯	2022SU-SUF-HUM116-65275	22SU GENDER AND THE HUMANITIES 65275	Humanities	22SU - Summer 2022

Your course code and course name will appear under Course to Copy.

5. Click Copy All Components and the entire course will copy into the class website you're currently in. Then you can revise and update as appropriate and necessary!