

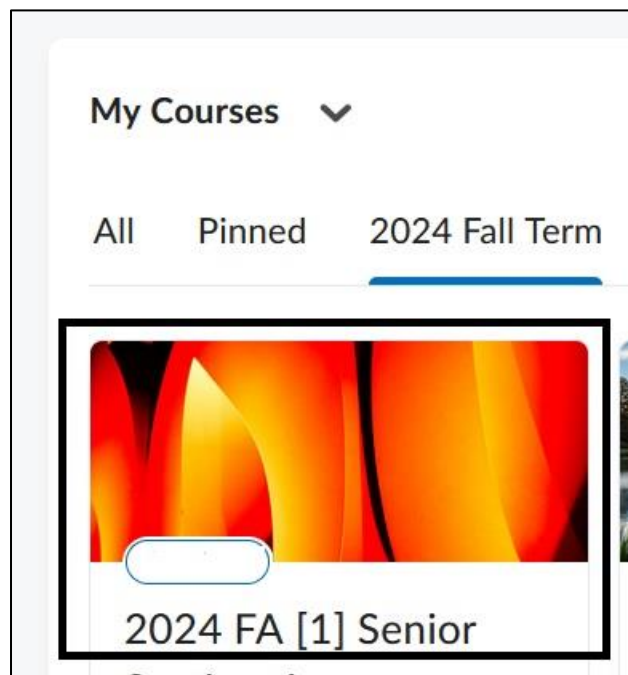


Copy Course Components in Brightspace

Brightspace allows instructors to copy from one course to another. To begin your course copy, select the course that you want to copy materials into. For example, if you are teaching a new Fall 2024 semester course, you will start in that current course.

Copy Course Components

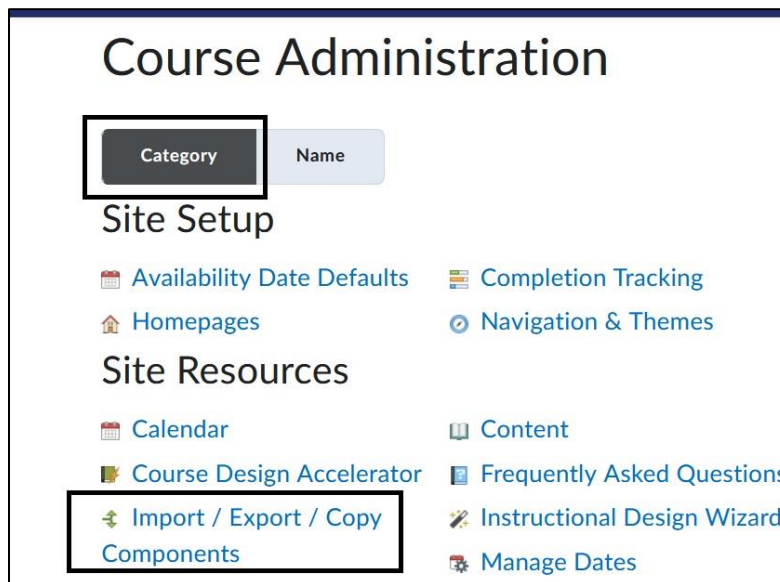
1. Select the course from the **My Courses** widget



2. Once within the course, select **Course Admin** on the blue Course Nav bar



3. On the **Course Administration** page, under **Category**, select **Import/Export/Copy Components**

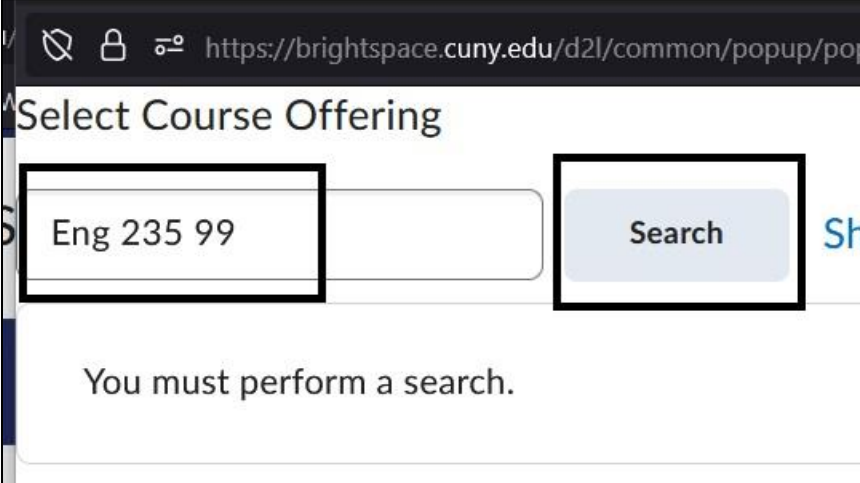


4. On the next page, under **Copy Components from another Org Unit**, select **Search for Offering**



The screenshot shows a web interface titled "Import/Export/Copy Components". Below the title is the question "What would you like to do?". There are two radio button options: "Copy Components from another Org Unit" (which is selected) and "What is an Org Unit?". Below this is a section labeled "Course to Copy:" containing a "Search for offering" button and a checked checkbox labeled "Include protected resources".

5. A pop-up box will appear; enter **Course Name** and select **Search**



The screenshot shows a browser window with the URL "https://brightspace.cuny.edu/d2l/common/popup/pop". The main content is a "Select Course Offering" pop-up box. It features a text input field containing "Eng 235 99" and a "Search" button. Below the input field, the text "You must perform a search." is displayed.

6. Once the course appears, select the **radio button to the left of the name** and select **Add Selected**

The screenshot shows a dialog box titled "Select Course Offering". At the top, there is a search input field containing "ENG 235" and a "Search" button. Below this is a table with the following content:

Offering Code
<input checked="" type="radio"/> JJC01_ENG_235_7552_1236_5W1
<input type="radio"/> JJC01_ENG_235_40798_1232_1

At the bottom of the dialog, there are two buttons: "Add Selected" (highlighted with a red box) and "Close".

Note: Make sure you are selecting the correct **Semester** and **Course Section**

7. Select **Copy All Components** and the process will begin. If you need to change the selected course, click on the **X** to the right of the name and select **Search for Offering** button again

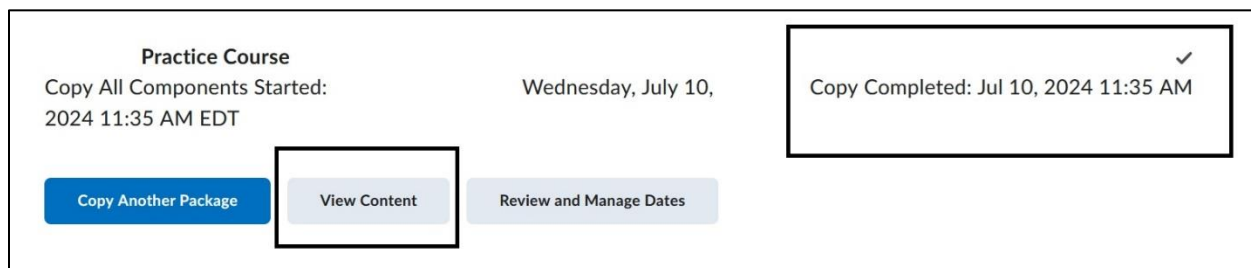
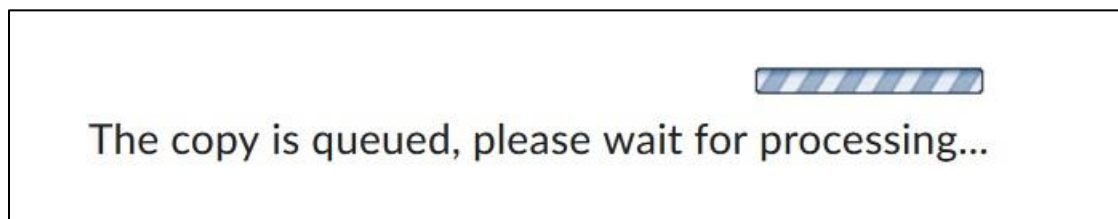
The screenshot shows a dialog box titled "Import/Export/Copy Components". The main heading is "What would you like to do?". There are two radio button options:

- Copy Components from another Org Unit**
[What is an Org Unit?](#)
Course to Copy:
2023 Summer Term (5W1) Writing for Management
(John Jay College) **X**
 Include protected resources
- Copy Components from Parent Template**

At the bottom, there are two buttons: "Copy All Components" (highlighted with a red box) and "Select Components".

Note: We recommend choosing **Copy All Components** rather than Select Components as there can be items that need to be copied together for the copy process to work correctly. Please copy all course materials and make edits in the current course.

8. The course copy will begin and will show once it is complete with a date and time stamp. Select **View Content** to see what has been copied into the course



Note: Depending on the size of your course the copy process could take several minutes.

View a step-by-step video of the Copy Course Components here:
<https://youtu.be/Brp6v3oovXc>

For more information on the Course Copy Process access [D2L Instructor Help](#)

For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at LMS.faculty@jjay.cuny.edu