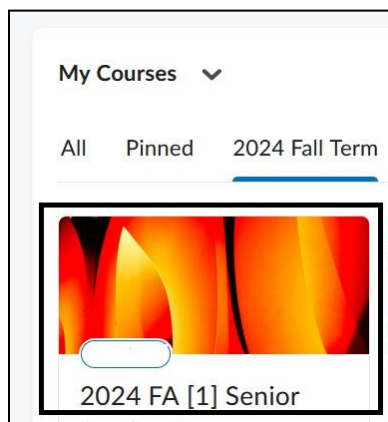


Course Copy – Specific Items

Use these steps to copy a specific item or set of items (e.g., a quiz or readings) from one Brightspace course to another.

Copy Course Components – Specific Items

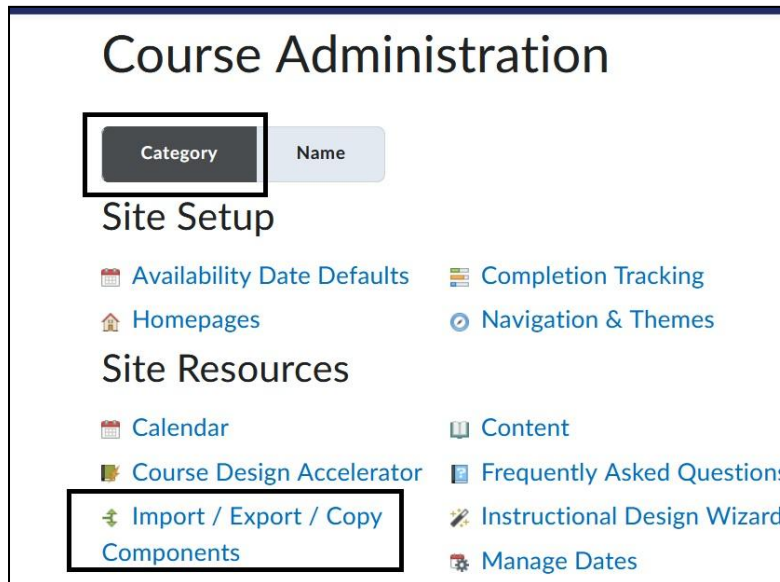
1. Select the course that you would want to copy the materials into from the My Courses widget.



2. Within the course, select **Course Admin** on the blue Course Navbar.



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



Course Administration

Category

Name

Site Setup

Availability Date Defaults

Completion Tracking

Homepages

Navigation & Themes

Site Resources

Calendar

Content

Course Design Accelerator

Frequently Asked Questions

Import / Export / Copy Components

Instructional Design Wizard

Manage Dates

4. On the next page, under **Copy Components from another Org Unit**, 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

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

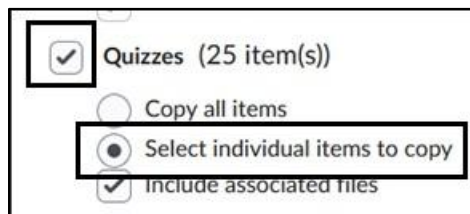
6. Once the course appears, select the **radio button to the left of the name** and select **Add Selected**.

Note: Make sure to select the correct **Semester** and **Course Section**.

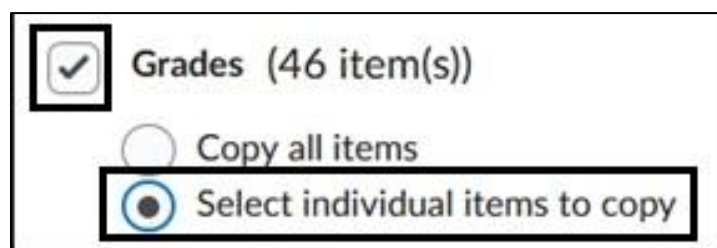
7. At the bottom of the page, choose **Select Components**.



8. On the **Choose Components to Copy** page, scroll down the page to select the individual items. Select the **Component box** and then **Select Individual items to copy**. Select **Continue** at the bottom of the page.



Note: If you are selecting items such as a graded assessment like a Quiz, you can also check off the **Grades** Components and copy the individual corresponding Grade item. If you do not check Grades, and you are copying a graded assessment, make sure to select **Add to Gradebook** in the item's settings once it is copied over into the new course.



9. On the next page, select the specific item(s) you want to copy. Select **Continue**.

The 'Select Quizzes' dialog box has a title 'Select Quizzes' and a subtitle 'Select Quizzes to Copy'. It contains a 'Select All' checkbox, 'Expand All' and 'Collapse All' links, and a tree view. The tree view has 'Midterm Quizzes' selected, which is expanded to show 'Copy of Unit 1 Quiz' and 'Unit 1 Quiz'. The 'Unit 1 Quiz' checkbox is checked and highlighted with a red box. Below the tree view is a 'Quizzes without category' section. At the bottom are 'Continue', 'Go Back', and 'Cancel' buttons. The 'Continue' button is highlighted with a red box.

10. On the **Select Course Materials** page, confirm the items selected to copy. Select **Modify** if changes are needed. Select the **Offset Dates** box if you would like to adjust the availability dates of the items when copied. This is not required, and dates can be adjusted after copying the items. Select **Finish** to start the copy process.

The 'Select Course Material' dialog box has a title 'Select Course Material' and a subtitle 'Confirm Components to Copy'. It shows 'Grades Items/Categories' with '2 of 46 item(s) selected to copy' and a 'Modify' link highlighted with a red box. It also shows 'Quizzes' with '1 of 25 item(s) selected to copy' and a 'Modify' link. Below this is the 'Offset Dates' section with an 'Offset all dates of copied components' checkbox and a selected 'Offset by direction and range' radio button. Under 'Offset by direction and range', there are 'Days' and 'Hours' sections. Each has 'Direction' (a dropdown menu with 'Forward' selected) and 'Range' (a text input field). At the bottom are 'Finish', 'Go Back', and 'Cancel' buttons. The 'Finish' button is highlighted with a red box.

11. On the **Copy Course Components History** page, the copy will show as in progress. Once the copy shows as Completed, go to the where the item would reside such as the Quizzes page to view and edit the content.

Faculty John Jay Example Course - Copy Selected Components Started: 10, 2025 12:20 PM EDT	Thursday, April	<div><div></div><div>Copying in progress...</div></div>
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Faculty John Jay Example Course - Copy Selected Components Started: 10, 2025 12:20 PM EDT		<div><div>Copy Completed: Apr 10, 2025 12:20 PM</div></div>
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For more information and assistance, please email Office of Digital Learning Management System Support at LMS.faculty@jjay.cuny.edu