



How to Import and Copy Items into a Course

Updated July 2024

This document will show you how to copy a whole course or specific items from one course to another; and how to import a course zip file. All images in this tutorial are screenshots of the preceding step(s).

Copy the Entire Course (recommended) or selective Components

These steps will guide you through copying all or part of your course into another course.

Step 1 Enter Course

Enter/Access the **(empty/destination) Course** that you want to copy material into.

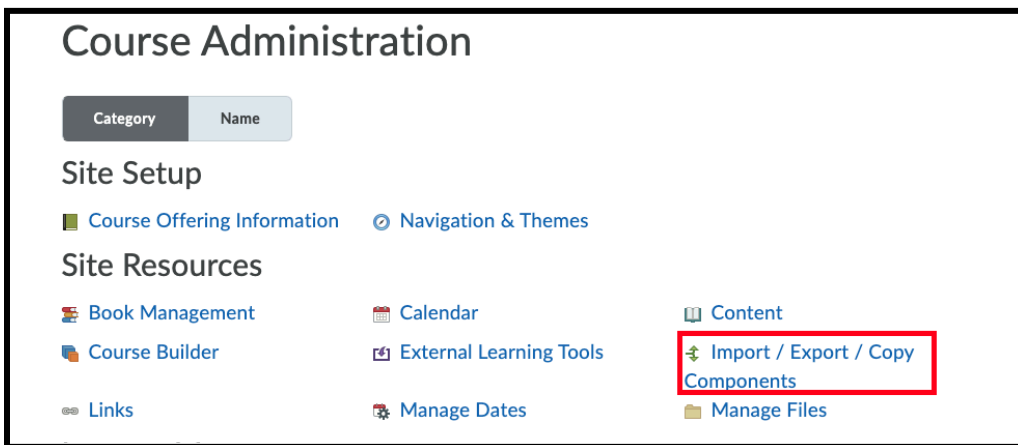
Step 2 Access Course Admin

Select **“Course Admin”** from the **“Navbar.”**



Step 3 Select Import/Export/Copy Components

Select **“Import/Export/Copy Components.”**





Step 4 Copy Components

Select **“Copy Components from another Org Unit”** 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:

Include protected resources

Step 5 Find the Course to Copy From

Type in the **name of your course** that you want to copy in the search box to perform a “Search”, select the (source) **course** from the list, and then click **“Add Selected.”**

Select Course Offering

[Show Search Options](#)

	Offering Code	Offering Name	Department	Semester
<input checked="" type="radio"/>	demo.instructor_sb	demo.instructor_sb	Brightspace Courses*	Sandboxes
<input type="radio"/>	UMA CC demo 3/4	Sandbox - Copy	Converted	

Step 6 Copy Whole Course or Select Components

Once you have added it, you can then choose to **“Copy All Components”** to copy/clone the whole course contents or **“Select Components”** to copy certain components.



(Optional) Step 7 Choose Components

If you are selecting components, go through and **choose what you want to add** and then select **“Continue.”**

Choose Components to Copy

▶ [Show the current course components](#)

Select All Components

- Calendar** (1 item(s))
 - Copy all items
 - Select individual items to copy
- Checklists** (1 item(s))
 - Copy all items
 - Select individual items to copy
- Content** (59 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
- External Learning Tool Links** (6 item(s))
 - Copy all items
 - Select individual items to copy
- Content Display Settings**
 - Copy all items

Continue Go Back Cancel

Step 8 Finish Copying

Then select **“Finish.”** You can also set **“Offset Dates”** on this page, if desired.

Confirm Components to Copy

Calendar Events
Copy all items. [Modify](#)

Offset Dates

Offset all dates of copied components

Offset by direction and range

Days		Hours	
Direction	Range	Direction	Range
Forward ▾	<input type="text"/>	Forward ▾	<input type="text"/>

Calculate range between two dates

Finish Go Back Cancel



Import Course Package

These steps will help guide you through a course import.

Step 1 Enter Course

Enter the **Course** that you want to copy material into.

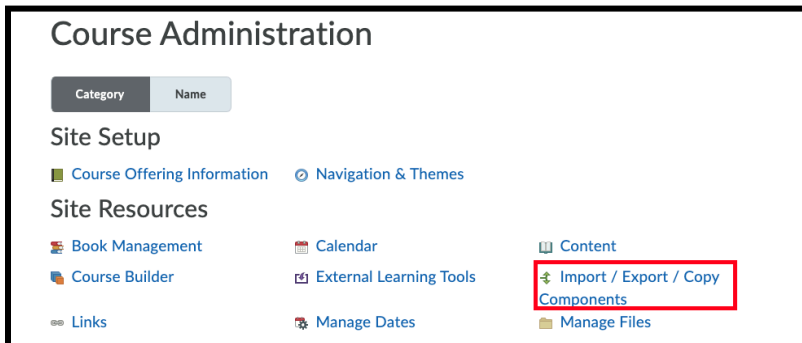
Step 2 Access Course Admin

Select “**Course Admin**” from the “**Navbar**.”



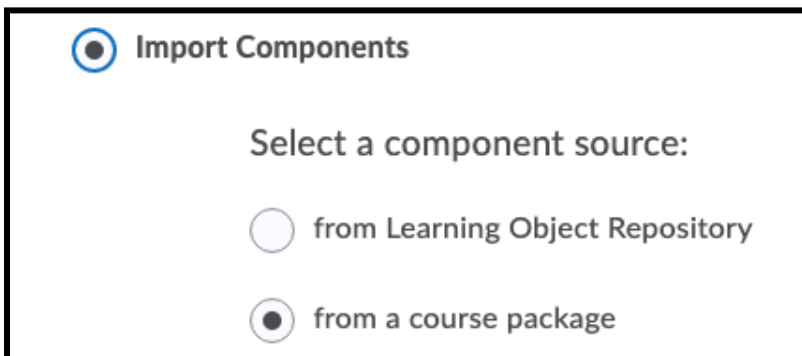
Step 3 Select Import/Export/Copy Components

Select “**Import/Export/Copy Components**.”



Step 4 Import Components Option

Select “**Import Components**” and “**from a course package**.”





Step 5 Start Import

Select **“Start.”**

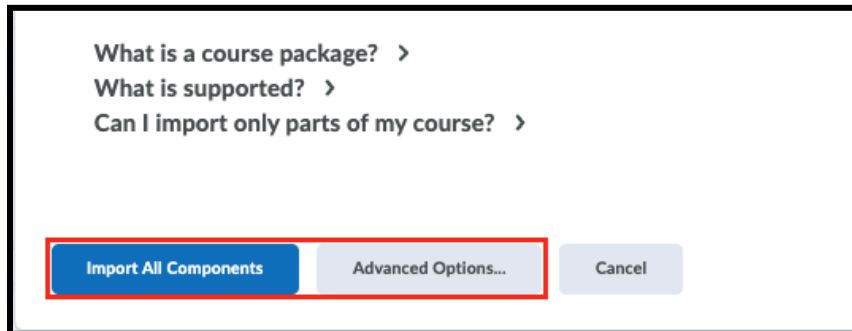


Step 6 Upload File

Drop the ZIP file or select **“Upload”** to select the Zip file from your computer.

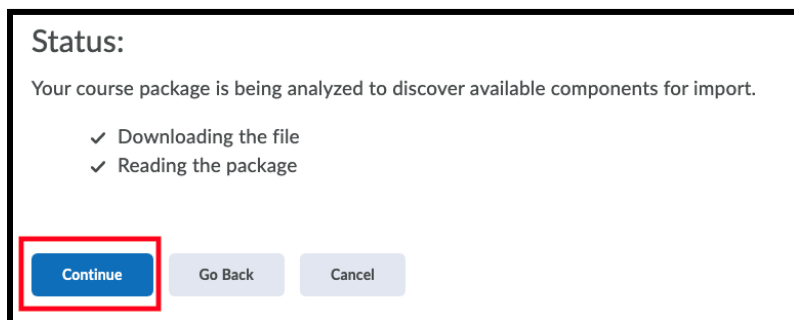
Step 7 Import Whole Course or Select Components

Select **“Import All Components”** to upload the entire course package or select **“Advanced Options”** to choose specific components to import.



(Optional) Step 8 Continue Button

If importing select components, once it has analyzed the file, select **“Continue.”**





Step 9 Select Components

Choose the **components** that you want imported and select “**Continue.**”

Select Components to Import

- Select All Components
 - Calendar (2 item(s))
 - Import all items
 - Select individual items to import
 - Checklists (1 item(s))
 - Import all items
 - Select individual items to import
 - Content (243 item(s))
 - Import all items
 - Select individual items to import
 - External Learning Tool Links (1 item(s))
 - Import all items
 - Select individual items to import
 - Discussions (16 item(s))
 - Import all items

Continue Go Back Cancel

Step 10 Confirm Import and Review Options

Confirm the import, **review** additional options, and select “**Continue.**”

Components to Import

Announcements
1 of 3 item(s) selected to import. [Modify](#)

Advanced Options

Import file to:
/content/enforced/6800-sb_eElzHammond/
[How do I select where to import the file to?](#)

When an existing file is encountered:
 Overwrite the existing file
 Do not overwrite the existing file
[What happens if I overwrite the file?](#)

Import metadata
[What is metadata?](#)

Offset all dates of imported components
 Offset by direction and range

Continue Go Back Cancel