



Copy Your Course to another Course Shell

D2L
BRIGHTSPACE

What will be covered in this guide?

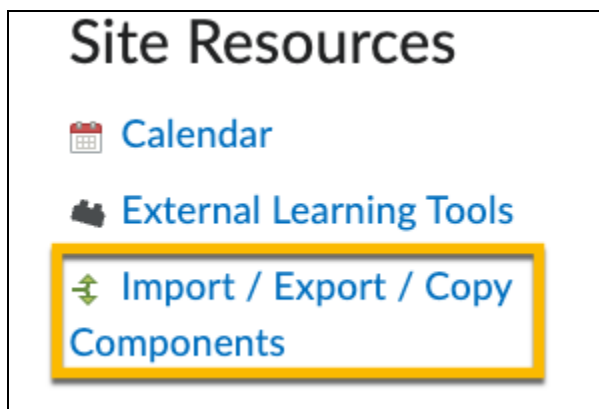
In this guide, you will learn how to copy your current Brightspace Course to another Brightspace Course Shell.

Importing a course into your Course Shell

1. Go to the course you wish to move content into. **NOTE:** This differs from Blackboard in that you start the course copy from the course you want to move content to, not the course you are moving content from.
2. Navigate to **Course Tools** and then select **Course Admin**.



3. Select **Import/Export/Copy Components**.



4. Mark the option for **Copy Components from another Org Unit**, and then click on **Search for offering**.

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

[View History](#)

5. In the search field, type in the CRN or Course Name of the course you want to copy from.

Select Course Offering

Search

[Show Search Options](#)

You must perform a search.

6. Select the course from the list that appears and click on **Add Selected**.

Select Course Offering

ucmo.brightspace.com/d2l/common/popup/popup.d2l?ou=15729&queryString=ou%3D15729%26...

Select Course Offering

21562 Search Show Search Options

	Offering Code	Offering Name	Department	Semester
☒	202610CD591113587	Fall 2025 Adv Grad Clinical Practicum II (CD-5911-0)	Communication Disorders	Fall 2025

Add Selected Close

7. You will return to the previous screen. Click on **Copy All Components** to begin copying the courses.

Import/Export/Copy Components

What would you like to do?

☒ **Copy Components from another Org Unit**
[What is an Org Unit?](#)
Course to Copy:
DLII Training Course ✕
☒ Include protected resources
[View History](#)

☐ **Copy Components from Parent Template**
[What is a Parent Template?](#)
☒ Include protected resources

☐ **Export as Brightspace Package**
[What is a Brightspace Package?](#)

☐ **Export as Common Cartridge**
[What is Common Cartridge?](#)

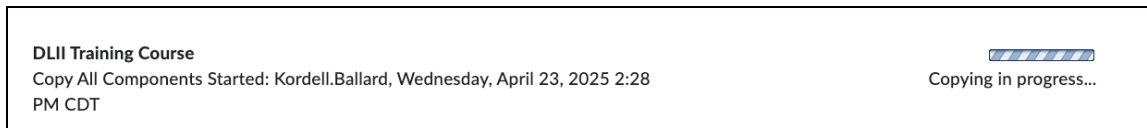
☐ **Export as Thin Common Cartridge**
[What is Thin Common Cartridge?](#)

☐ **Import Components**
[View Import History](#)

Copy All Components

Select Components

8. A new window will appear, showing you the progress of the copy. It will then notify you when the copying is done.



9. The Empty Course Shell should now be populated with the layout and information from the course you just copied.

Need Further Assistance?

For further assistance, please contact DLII at dlji@ucmo.edu.