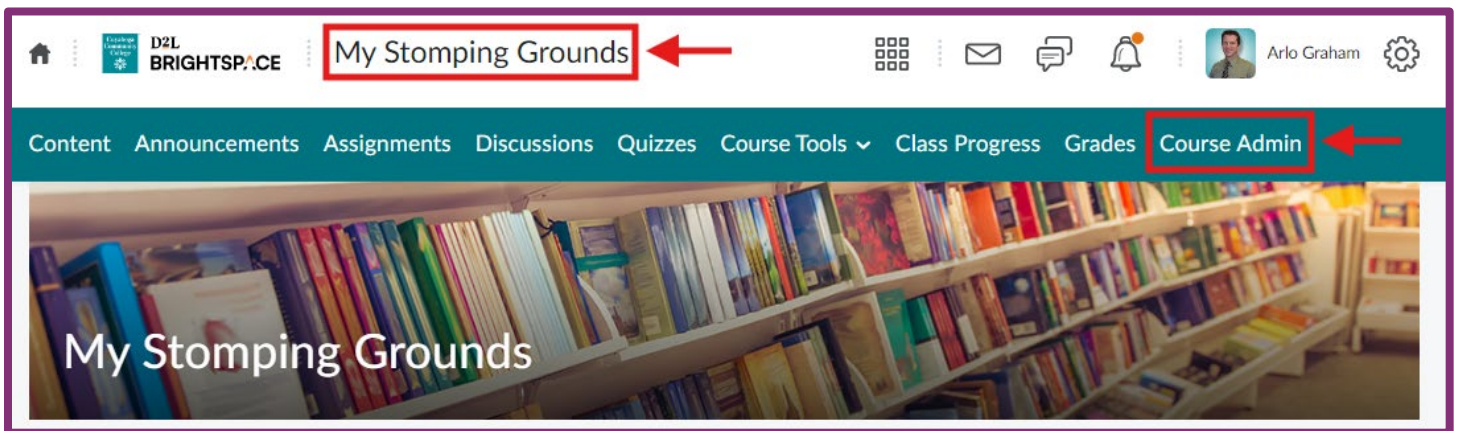


Copy a Quiz with Brightspace

Any single or group of elements can be copied from one Brightspace course to another. These steps are similar for all elements, with Step 7 being the difference.

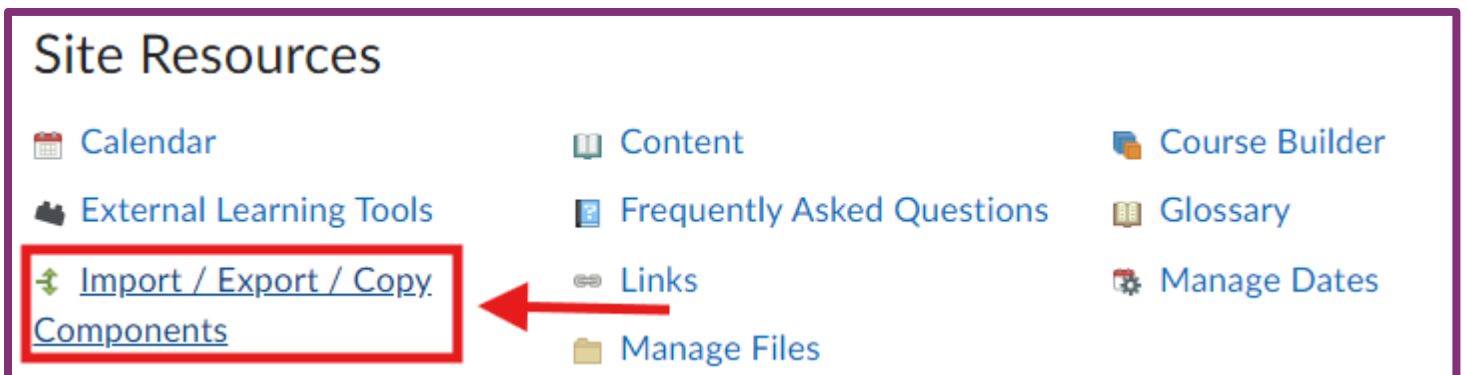
Step 1

Enter the course you want to copy the quiz into and select Course Admin from the Nav Bar.



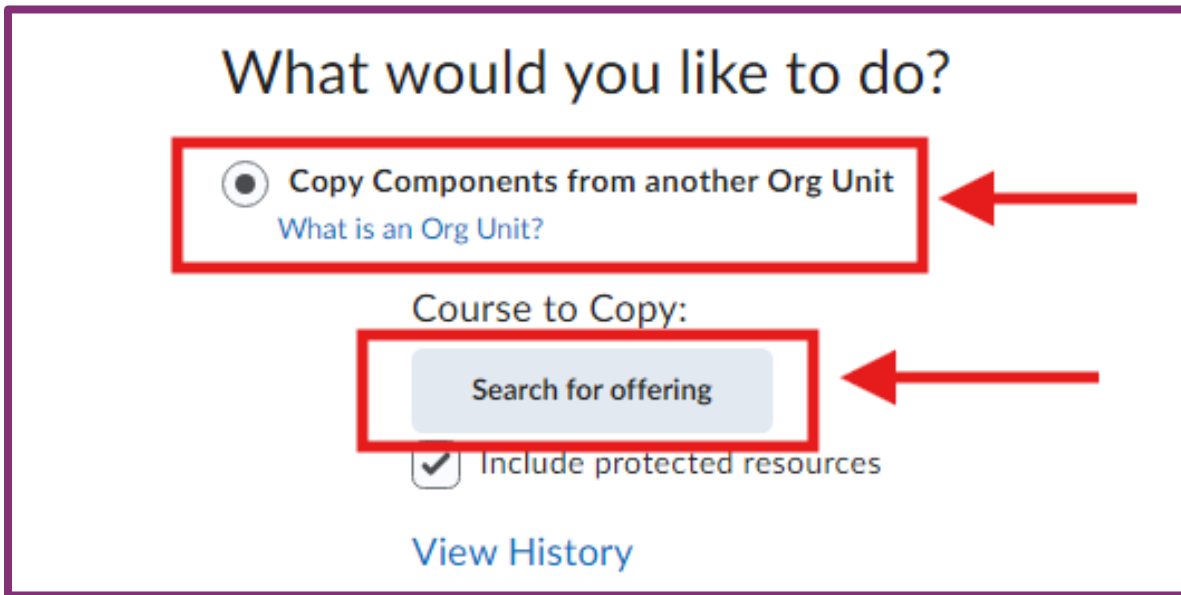
Step 2

Select "Import / Export Copy Components".



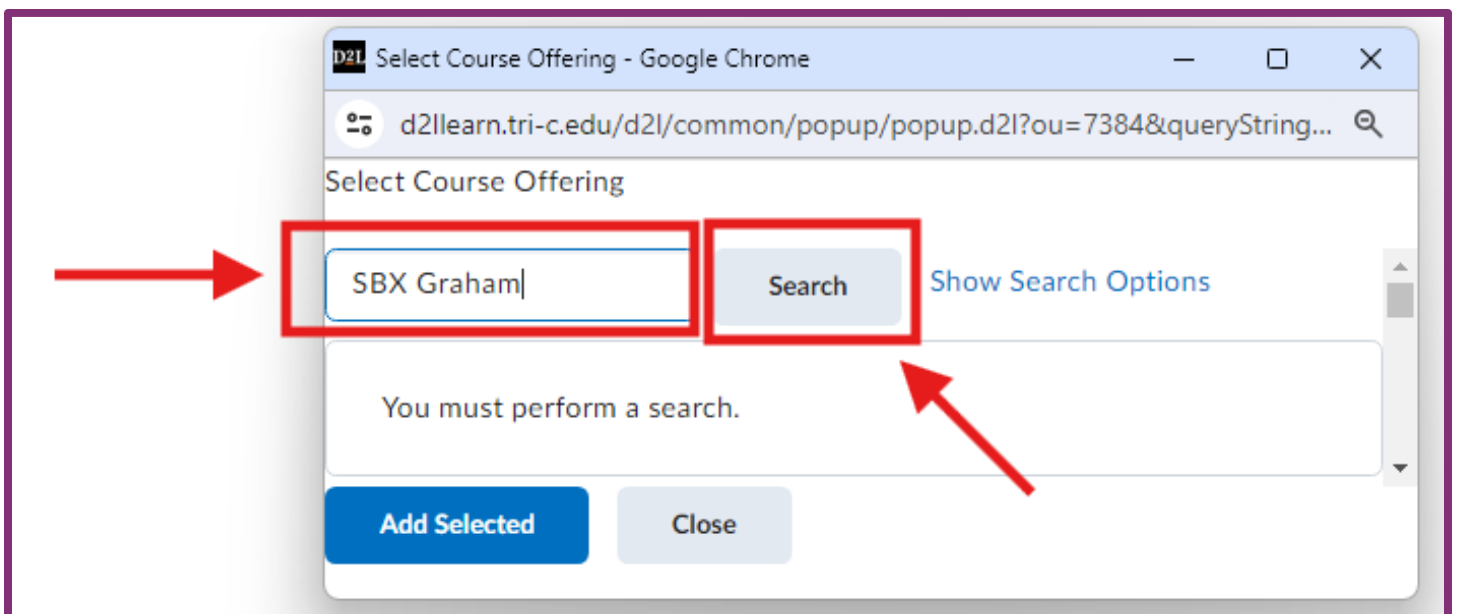
Step 3

Select “Copy Components from Another Org Unit” and select “Search for offering”.



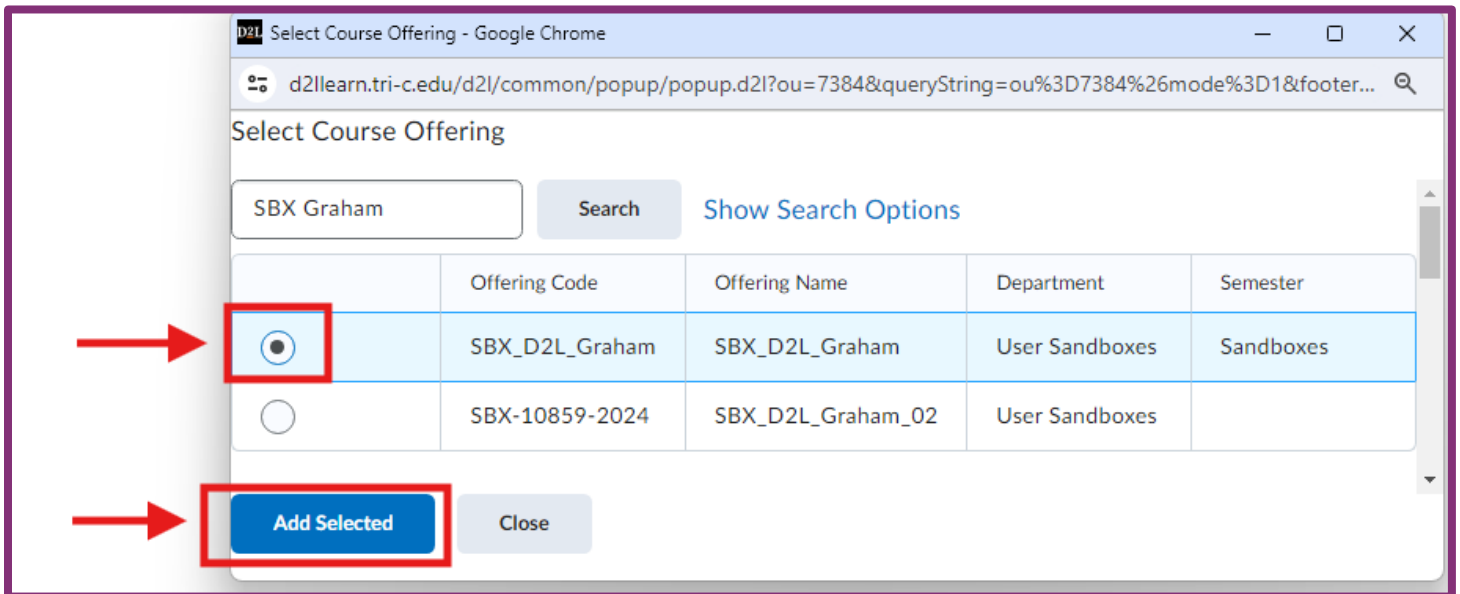
Step 4

Enter the name of the course that contains the quiz and select “Search”.



Step 5

Select the course that contains the quiz and then “Add Selected”.



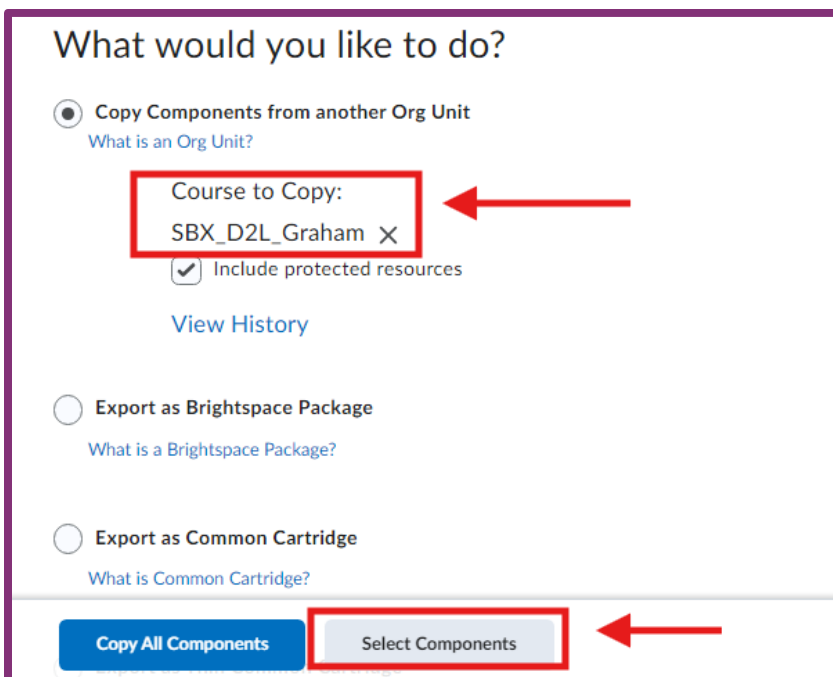
The screenshot shows a web browser window titled "Select Course Offering - Google Chrome". The address bar contains the URL: `d2llearn.tri-c.edu/d2l/common/popup/popup.d2l?ou=7384&queryString=ou%3D7384%26mode%3D1&footer...`. The page title is "Select Course Offering". Below the title is a search bar containing "SBX Graham" and a "Search" button. To the right of the search bar is a link for "Show Search Options". Below the search bar is a table with the following columns: "Offering Code", "Offering Name", "Department", and "Semester". The table contains two rows:

| | Offering Code | Offering Name | Department | Semester |
|----------------------------------|----------------|-------------------|----------------|-----------|
| <input checked="" type="radio"/> | SBX_D2L_Graham | SBX_D2L_Graham | User Sandboxes | Sandboxes |
| <input type="radio"/> | SBX-10859-2024 | SBX_D2L_Graham_02 | User Sandboxes | |

Below the table are two buttons: "Add Selected" (highlighted with a red box and an arrow) and "Close".

Step 6

Confirm the correct course is listed and choose “Select Components”.



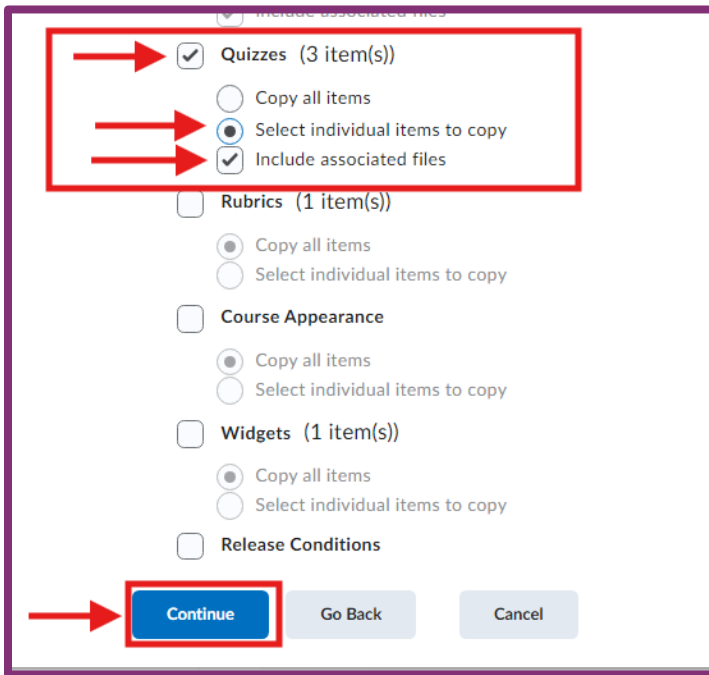
The screenshot shows a dialog box titled "What would you like to do?". There are three radio button options:

- Copy Components from another Org Unit
What is an Org Unit?
Course to Copy: SBX_D2L_Graham X (highlighted with a red box and arrow)
 Include protected resources
View History
- Export as Brightspace Package
What is a Brightspace Package?
- Export as Common Cartridge
What is Common Cartridge?

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

Step 7

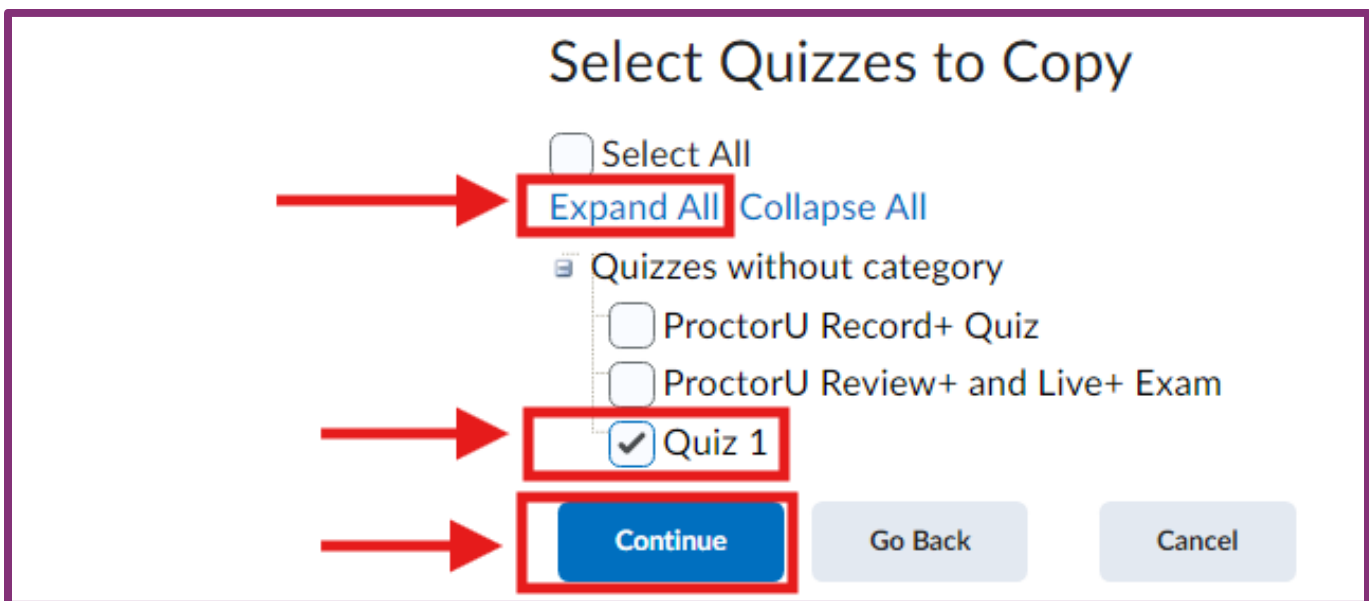
Select “Quizzes”, “Select individual items to copy”, and “Include associated files”. Then select “Continue”.



A screenshot of a dialog box titled "Include associated files" with a purple border. The dialog contains several sections, each with a checkbox and radio button options. The "Quizzes (3 item(s))" section is highlighted with a red box, and a red arrow points to its checkbox. Below it, the "Select individual items to copy" radio button is selected, and the "Include associated files" checkbox is checked. Red arrows also point to these two options. The "Continue" button at the bottom left is highlighted with a red box and a red arrow. Other buttons include "Go Back" and "Cancel".

Step 8

Click “Expand All” and select the Quiz(zes) you want to copy, then select “Continue”.



A screenshot of a dialog box titled "Select Quizzes to Copy" with a purple border. At the top, there is a "Select All" checkbox. Below it, the "Expand All" button is highlighted with a red box and a red arrow. The "Collapse All" button is also visible. Underneath, there is a section titled "Quizzes without category" with a collapsed icon. It contains three items: "ProctorU Record+ Quiz", "ProctorU Review+ and Live+ Exam", and "Quiz 1". The "Quiz 1" checkbox is checked and highlighted with a red box and a red arrow. At the bottom, the "Continue" button is highlighted with a red box and a red arrow. Other buttons include "Go Back" and "Cancel".

