

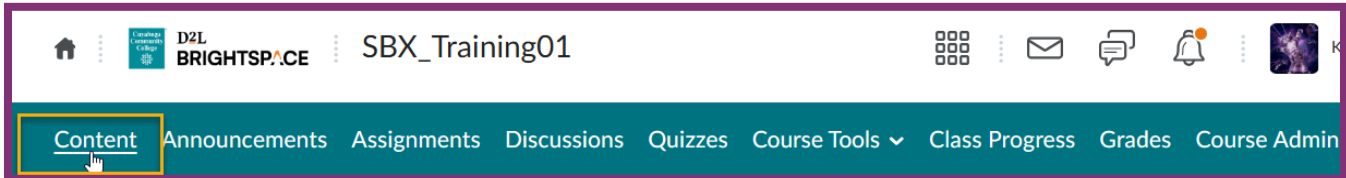
Brightspace Course Copy/Import Course Process

Follow these steps to import one Brightspace course into another Brightspace course.

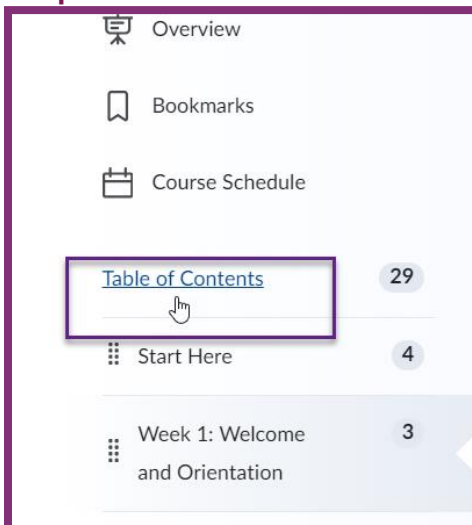
Step by step directions

Step 1. Enter the destination course where you need to add the content.

Step 2. Select Content on the Navigation Bar.



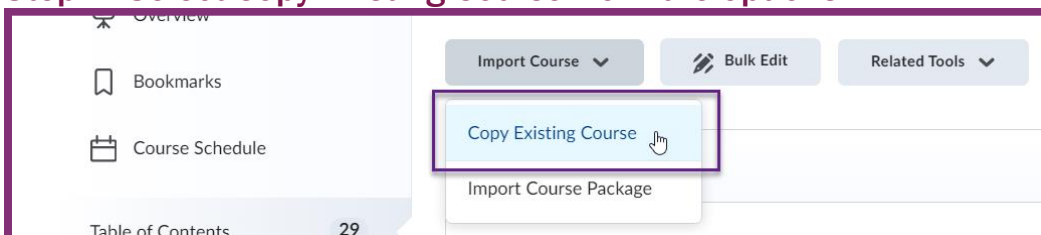
Step 3. Select Table of Contents in the course menu.



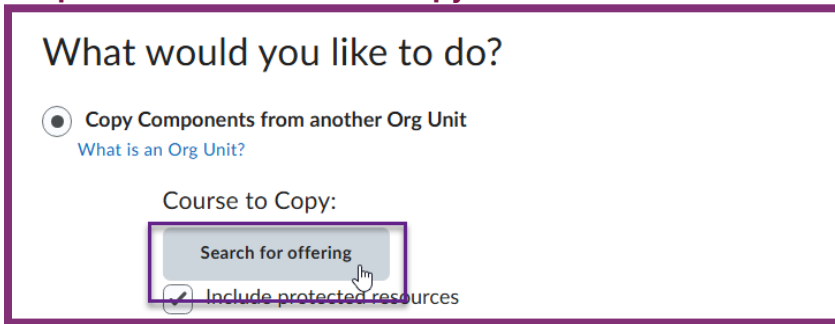
Step 4. Select Import Course.



Step 5. Select Copy Existing Course from the options.

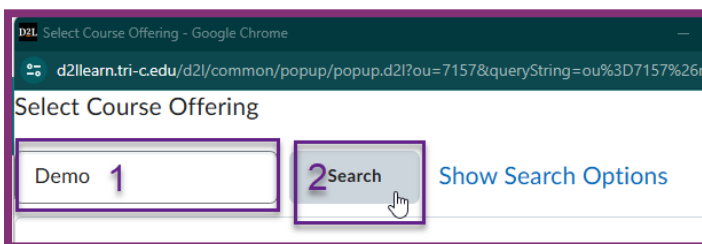


Step 6. Under Course to Copy: select Search for offering.



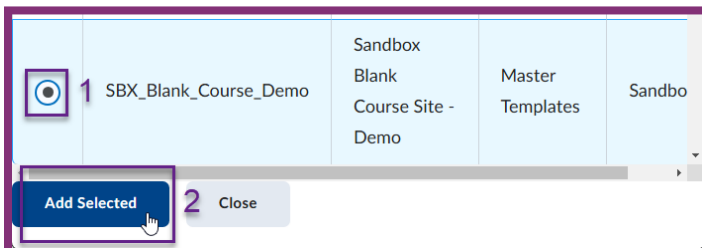
Step 7. Search for the source course to be copied.

1. In the pop-up window, enter a search term, such as the course name. If you don't have many courses, you can select Search without entering anything.
2. Select the Search button.

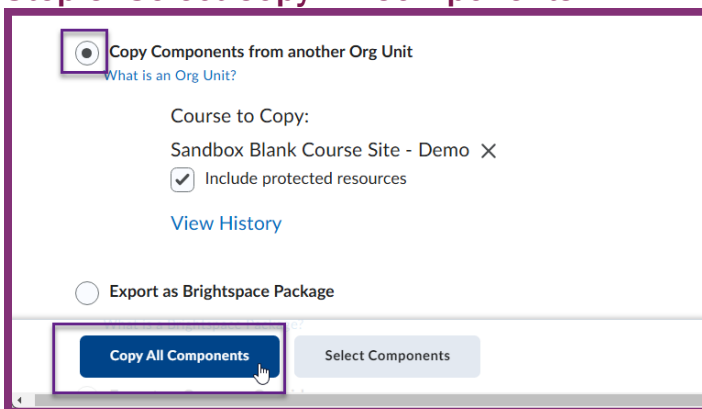


Step 8. Choose the course to copy.

1. Select a course from the list.
2. Select Add Selected.



Step 9. Select Copy All Components.



You will be redirected to a page showing that the copy is in process and will update when the process is complete.