

# Import Selected Items from one Brightspace Course into another Brightspace Course

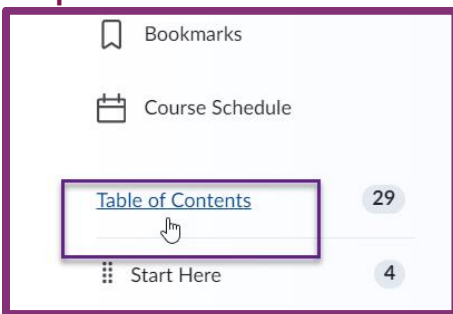
D2L Brightspace allows for a significantly more granular course copy process when compared to what is available in Blackboard. This means that instead of copying an entire course site, it is possible to copy only a specific module, submodule, or even specific items.

## 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.

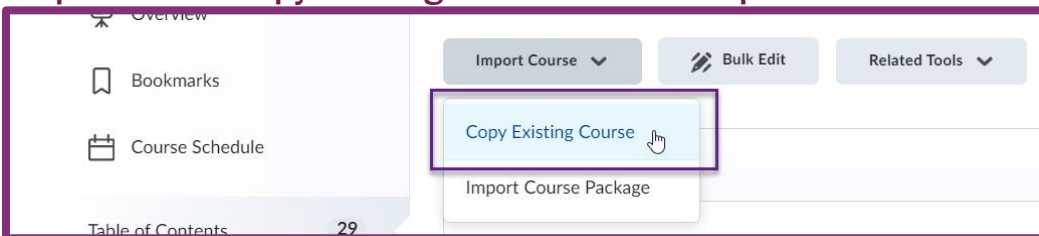
**Step 3.** Select Table of Contents in the course menu.



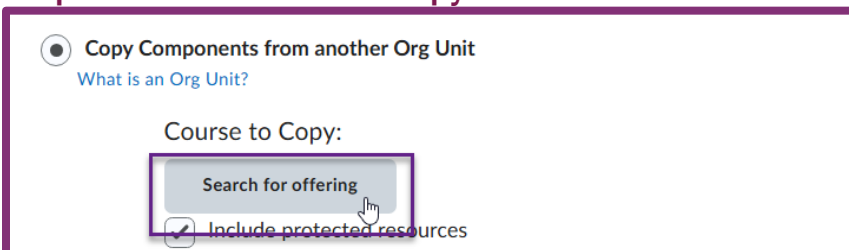
**Step 4.** Select Import Course.



**Step 5.** Select Copy Existing Course from the options.

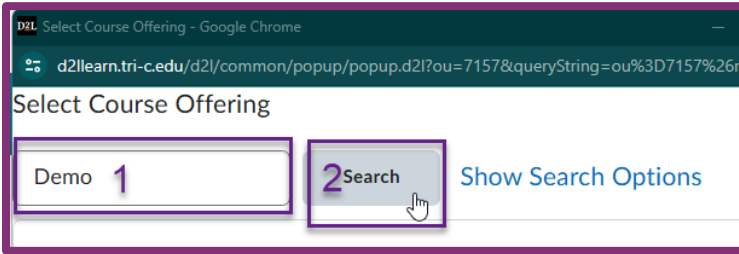


**Step 6.** Under Course to Copy: select Search for offering.



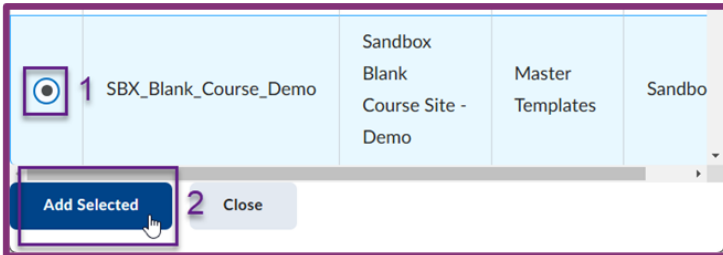
## Step 7. Search for the source course to be copied.

1. In the pop-up window, enter a search term, if desired.
2. Select the Search button.



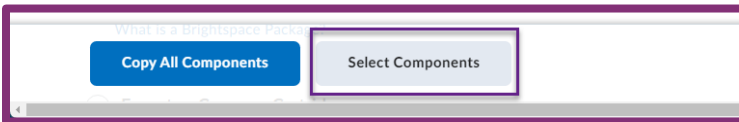
## Step 8. Choose the course to copy.

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



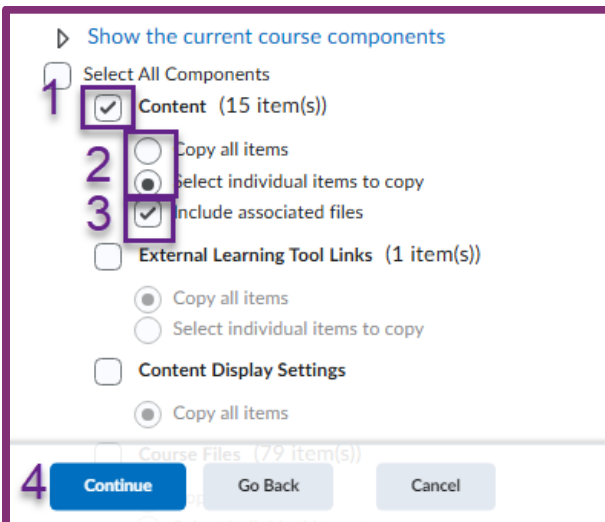
## Step 9. Select Course Components

Choose the Select Components button.



Choose Components to Copy from the list that opens.

1. Select the type of content you want to copy. Scroll down to see all the options.
2. Choose to copy all items or select individual items within that category.
3. Choose to Include associated files (if available)
4. Select Continue



Brightspace will open a list of items in that category.

1. Select the desired items.
2. Select Continue.

NOTE: You can drill down even deeper to select individual topics by selecting “Expand All”.

Select Content Modules and Topics to Copy

Select All

[Expand All](#) [Collapse All](#)

Class Meetings 1

Course Syllabus

Fluid and Electrolyte Case Study

Start Here

Week One: Welcome and Orientation

2

### Step 10. Confirm Components to Copy & Offset Dates (if desired)

1. If you want to offset the dates from the source site to approximate the dates for a new semester, select Offset all dates of copied components and select the desired options.
2. Select Finish to confirm your copy choices.

Confirm Components to Copy

Content

10 of 15 item(s) selected to copy. [Modify](#)

Offset Dates 1

Offset all dates of copied components

Offset by direction and range

Days Hours

Direction Range Direction Range

Forward  Forward

Calculate range between two dates

2