

Copy All Content from One Brightspace Course to Another

Overview

This guide provides the steps on how to copy an entire PFW Brightspace course (Course A) to another PFW Brightspace course (Course B). In this example, Course A is a previously developed/offered course and contains content that you wish to copy. Course B is an empty course. You will copy Course A to Course B. Note: No student data or users will be copied to the new course.

Tips:

See the following cautionary notes:

- Be careful to NOT copy the course content more than once into the same course. A second copy will result in duplicate modules, files and grade items.
- Although it is possible to copy only select course components into a course, please use caution when doing so. In many cases, components between tools are needed to properly display the content. For example, when copying Kaltura media links in Content, you will still need to copy the associated links under External Learning Tool links.

Copy All Content from One Brightspace Course (Course A) to Another (Course B).

1. After logging in to Brightspace, click on the course link (Course B) of the course you want to place the copied content. (Course B is your empty course.)
2. In the black navigation bar, click **Course Admin**.
3. Under Site Resources, select **Import/Export/Copy Components**
4. Select **Copy Components from another Org Unit**
5. Click **Search for offering** button.
6. In the search box, type a key word or phrase from the name of the course that you wish to copy from (Course A).
 - Note: If you leave the search field blank, the next step will display all of your courses rather than a filtered list.
7. Click the search glass icon.
8. Select the course from the list by clicking on the radio button.
9. Click the **Add Selected** button at the bottom.
10. Confirm that the correct course is listed under "Course to Copy".
11. Click **Copy All Components** (or use the Select Components option for specific components).
12. Note the 'In Progress' bar on the right. When ready, it will read: "Copy Completed".
13. Click **View Content**.