



Copying Course Materials in Brightspace

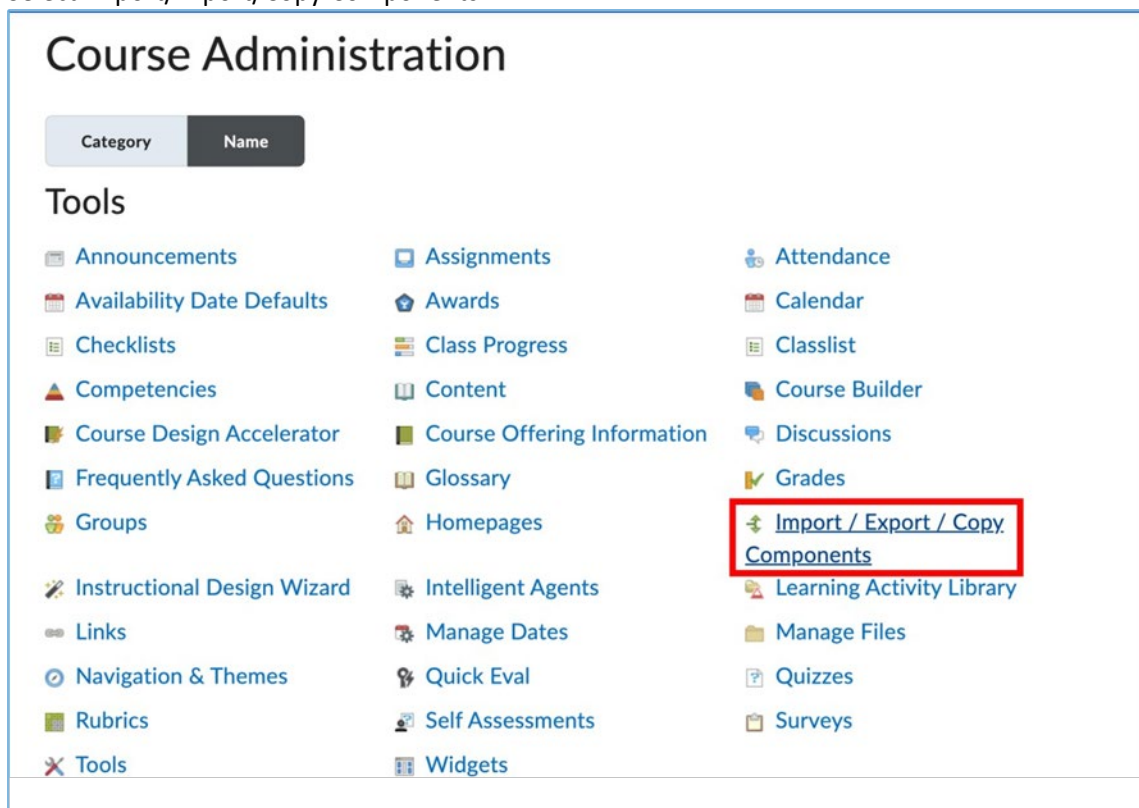
In Brightspace, you can copy course items such as quizzes, assignments and discussions to other courses or you can copy an entire course.

Copying Course Items

- Select **Course Admin** on the Navbar.



- Select Import/Export/Copy Components.



- You will then be asked what you would like to do with the following options:
- Copy components from another Org Unit (KCC course)
- Export Brightspace Package (creates a zip file that will be downloaded to your computer)
- Export a Common Cartridge (not commonly used. Creates an industry standard file)

- Export as Thin Common Cartridge (disabled. Creates an industry standard file)
- Import Components (allows you to select a portion of another one of your courses to **Copy**)
- If you select course components from another Org Unit, you will be prompted to **Select Course Offering**. *This is the course from which you want to copy.* Note that it must be a course in which you are an instructor.

Import/Export/Copy Components

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

To copy a course from within KCC to the current course shell. You must be an instructor in both the source and the destination.

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

☒ Include protected resources

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

Use this option to create a zip file of your course for upload. Store this zip file in Dropbox but do not open it.

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

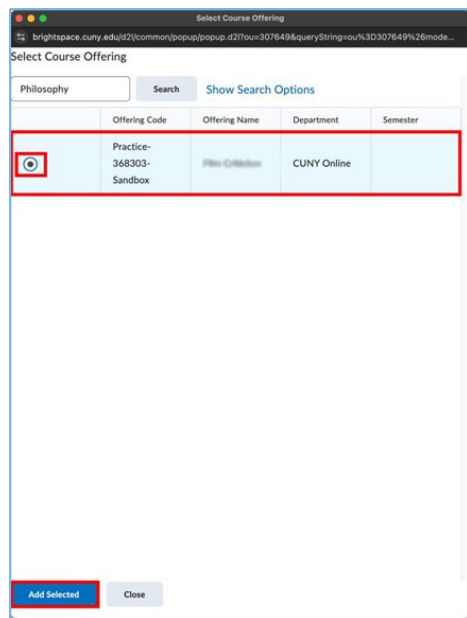
☐ **Export as Thin Common Cartridge** ⓘ
[What is Thin Common Cartridge?](#)

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

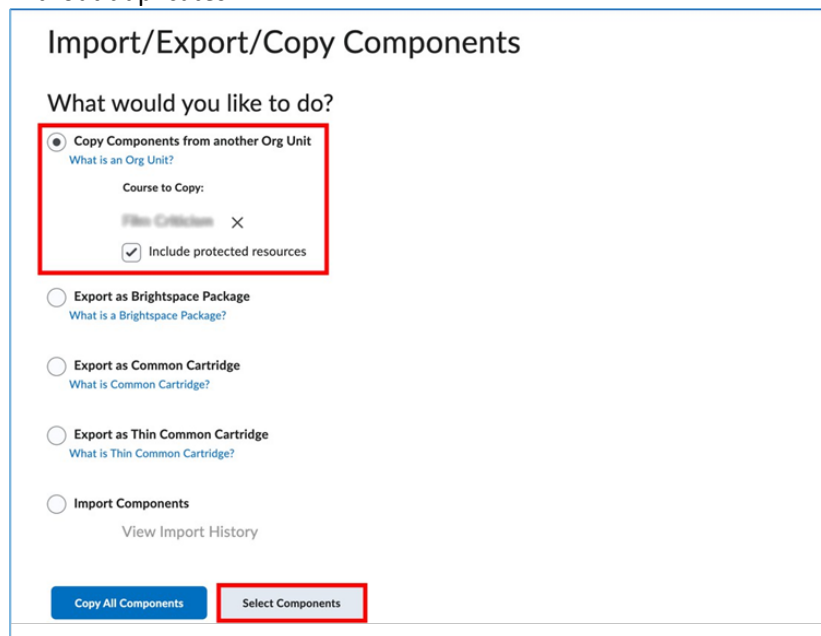
To copy from another course within KCC. You can use this option to select a subset of the entire course, such as only quizzes.

[Copy All Components](#) [Select Components](#)

- Once you click **Search for offering**, a pop-up window will display. Type the name or course code of the course you are copying: such as ENG 1200 or course code (the CUNYFirst four-to-five-digit number for your course section)
- Click **Search**, click on the radio button to the left of the course, and then click **Add Selected**.



- You return to the main Brightspace page, with your selected course ready to be copied. You can **Copy All Components** or **Select Components**. **Select Components** is recommended as it allows you to copy desired material without duplicates.



- If you opt to copy select components, you will see a checklist of all of the components contained in your course, including content, quizzes, and course files. Check off all of the components you wish to copy, and when you are ready, click **Continue**.

Copy Course Components

Choose Components to Copy

[Show the current course components](#)

☐ Select All Components

- ☒ Checklists (1 item(s))
 - ☒ Copy all items
 - ☐ Select individual items to copy
- ☒ Content (3 item(s))
 - ☒ Copy all items
 - ☐ Select individual items to copy
 - ☒ Include associated files
- ☐ Content Display Settings
 - ☐ Copy all items
- ☒ Course Files (535 item(s))
 - ☒ Copy all items
 - ☐ Select individual items to copy
- ☐ Grades (2 item(s))
 - ☐ Copy all items
 - ☐ Select individual items to copy
- ☒ Grades Settings
 - ☒ Copy all items
- ☐ Intelligent Agents (1 item(s))
 - ☐ Copy all items
 - ☐ Select individual items to copy
- ☐ Navigation Bars (3 item(s))
 - ☐ Copy all items
 - ☐ Select individual items to copy
- ☐ Course Appearance
 - ☐ Copy all items
 - ☐ Select individual items to copy
- ☐ Release Conditions

[Continue](#) [Go Back](#) [Cancel](#)

- Confirm your selection by clicking **Finish**.

Select Course Material

Confirm Components to Copy

Checklists
Copy all items. [Modify](#)

Content
Copy all items. [Modify](#)

Course Files
Copy all items. [Modify](#)

Grades Settings
Copy all items. [Modify](#)

Offset Dates

☐ Offset all dates of copied components

☒ Offset by direction and range

Days		Hours	
Direction	Range	Direction	Range
Forward		Forward	

☐ Calculate range between two dates

[Finish](#) [Go Back](#) [Cancel](#)

- Your content has been copied.
- Click Content on the Navbar to verify your copy.