Haskayne “How To”

How to... copy content and components from one D2L site to another

1. In the site that you wish to copy components INTO, click on “Edit Course:

2. Click “Import/Export/Copy Components”
3. Select “Copy Components from Another Course” and “Include Protected Resources,” then click “Search for Offering.”

4. Enter a “search for” term – for example, SGMA234 or “sandbox” to pull up available courses, then select the correct one. Then click “add selected.”
5. **On the next page, you need to make a choice:**

   **If you wish to copy the entire course (NOT RECOMMENDED),** click the blue “Copy all Components” button. This will copy all components, including discussion boards, dropboxes, news items, calendar items, etc. over to the new course.

   **If you wish to only copy certain components (RECOMMENDED),** click the “Select Components” button.

   If you’ve chosen to select **only certain components**, you’ll need to select all the components you wish to copy and then click “Continue”
6. Confirm your selections and click “Continue”

7. Click “Finish”

8. Navigate through your course to see the components that have been copied over.