



University Information
Technology Services

D2L Brightspace

Import/Export/Copy Components

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

D2L Brightspace®

Import/Export/Copy Components

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Introduction

The Import/Export/Copy Components tool is a very useful tool that allows you to migrate content among your courses. With the Import/Export/Copy Components tool, you may do the following:

Copy Components: Copy materials between two D2L course sites in which you are listed as an instructor.

Export Components: Exports all or part of your course to a ZIP file for later use. This option is useful if you want to preserve the materials for use in a future date.

Import Components: This tool allows you to import an exported D2L package (.zip), a test bank, as well as other packaged files.

Objectives

The following learning objectives are covered in this document:

- Copying materials between two D2L Brightspace Courses.
- Exporting materials to a .zip package file.
- Importing materials from a .zip package file into your course.

Copying Course Components

The *Copy Component* tool allows you to copy items (quizzes, discussions, content, etc.) from another course. When you copy an item(s), the user data will not be copied. For example, if you copy a *Discussion* from another course, only the forum and topics will be copied. The student data in the course where the *Discussion* is being copied will not be transferred to the destination course.

Note: If you are copying an item that is linked or has associated components, D2L now includes all of the connected components.

Important: If you have items already in the course you wish to copy additional items into, D2L does NOT delete those items. It just copies the additional items that you choose, all unwanted items must be deleted manually.

Copying Course Components from the Course Admin Page

You may also copy course components from the *Course Admin* page. The following demonstrates how to *Copy Course Components* from the *Course Admin* page.

1. Go to the *Course Home* page for the course that you wish to copy the items into.
2. Click **Course Admin**.

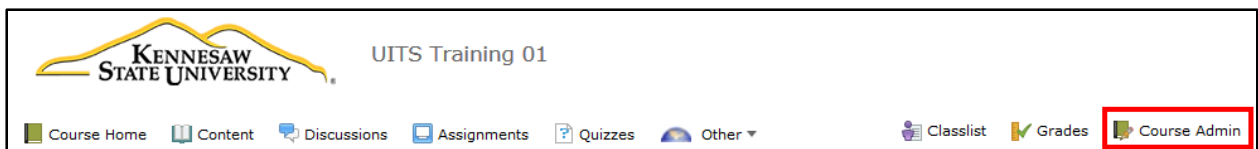


Figure 1 - Edit Course

3. Click **Import/Export/Copy Components**.

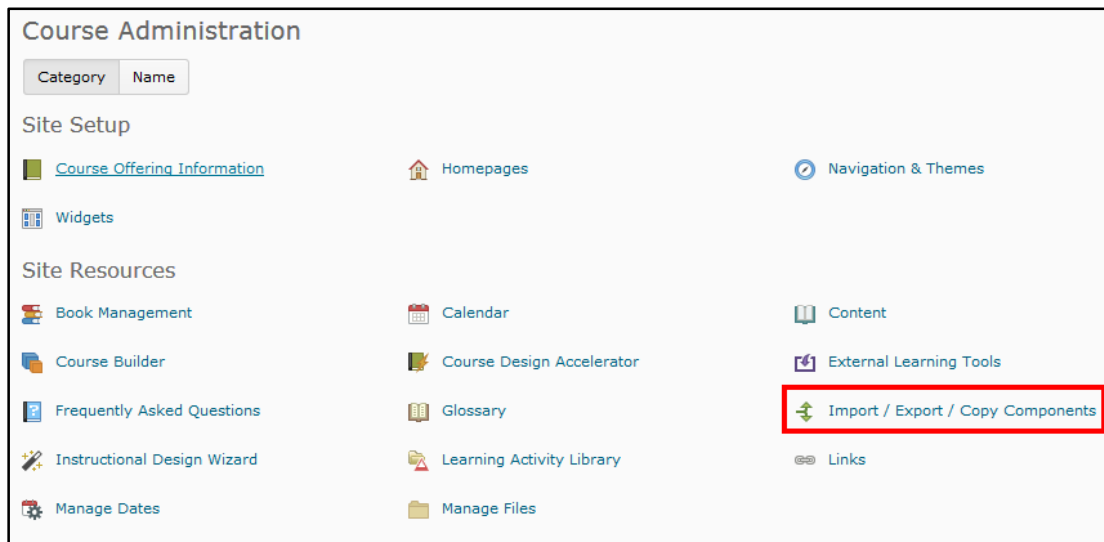


Figure 2 - Import/Export/Copy Components

4. Under the *Import/Export/Copy Components* menu, do the following:
 - a. Select the **radio button** next to **Copy Components from another Org Unit** (See Figure 3).
 - b. Then, click the **Search for offering** button (See Figure 3).



Figure 3 - Import/Export/Copy Components

5. The *Select Course Offering* window will appear.
 - a. Type in the **name** of the course you wish to search for (See Figure 4).
 - b. Click the **Search icon** (See Figure 4).
 - c. Select the **radio button** next to your desired course (See Figure 4).
 - d. Click **Add Selected** (See Figure 4).

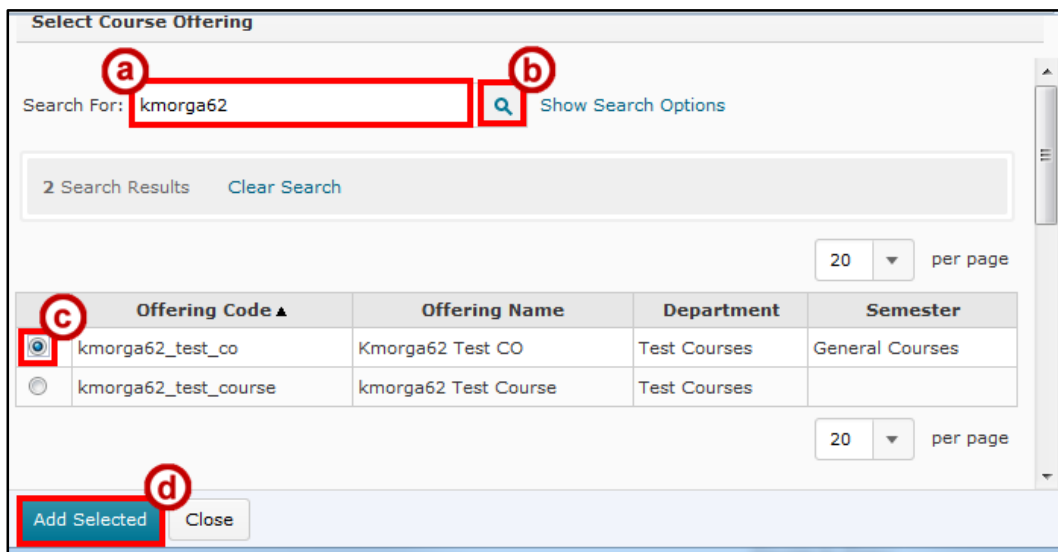


Figure 4 - Select Course Offering Window

6. The course that you wish to copy from will appear. If there are only specific items within the course that you wish to copy, click on **Select Components**. If you wish to copy all components, click on **Copy All Components**.



Figure 5 - Selecting Components to copy

Note: By selecting “Copy All Components” they system will copy over homepages and Navbar as active/turned on.

7. You may then choose to *Copy All Components* or *Select Components* to copy. In this example, we choose **Select Components**.

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:
Kmorga62 Test CO ✕

Include protected resources

Copy Components from Parent Template
What is a Parent Template?

Include protected resources

Export Components
Should I include course files?

Include course files in the export package

Import Components

Figure 6 - Select Components

8. If you have clicked on *Select Components*, follow the steps below. Otherwise, skip to *Step 10*.

9. The *Copy Course Components* window will appear.
 - a. You may choose to select the **drop-down** for *Show the current course components* if you wish to see what items currently reside within your course. If not, skip this step (See Figure 7).
 - b. Select the **item(s)** which you wish to copy (See Figure 7).
 - c. Notice that now your **associated files** will be included automatically (See Figure 7).
 - d. Once you are finished making your selection(s), click **Continue** (See Figure 7).

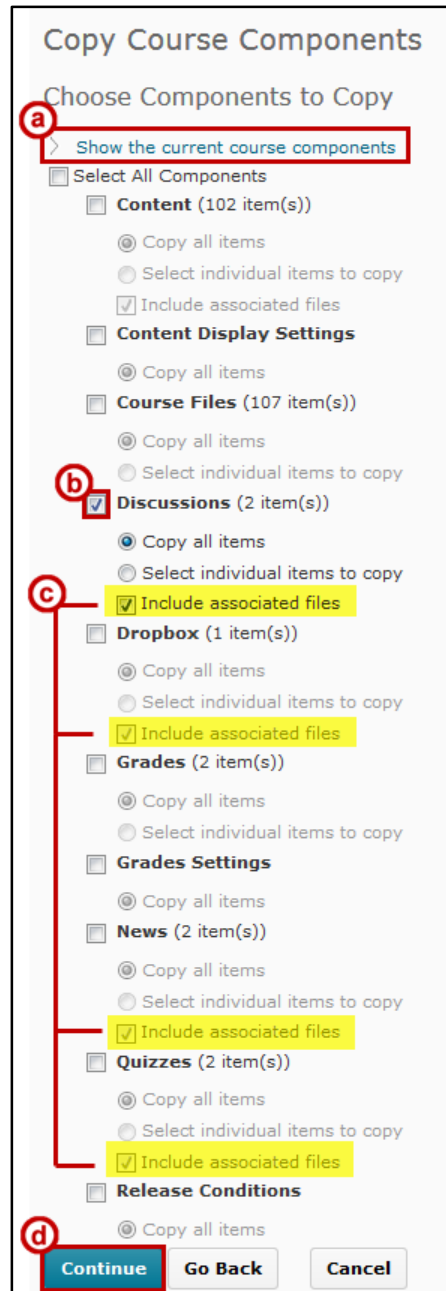


Figure 7 - Copy Course Components Window

10. Confirm the components that you wish to copy and select **Finish**.

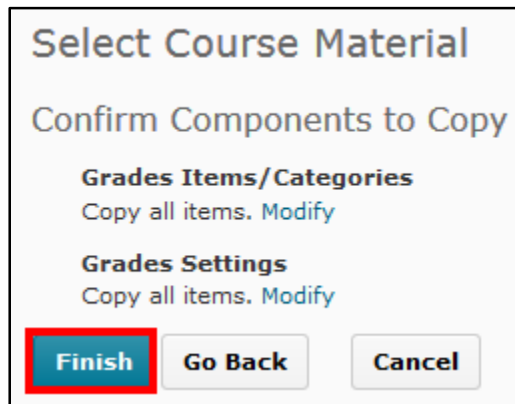


Figure 8 - Select Course Materials: Confirmation Window

11. The copying process will begin. Click **Copy Another Package** to take you back to the Import/Export/Copy Components page.

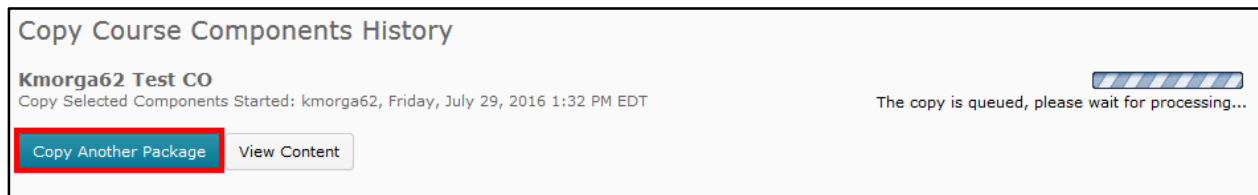


Figure 9 - Copy in Progress Status Window

12. From the *Import/Export/Copy Components* page, you will now see, **View History**. This allows you to see who copied a course and when they copied it.

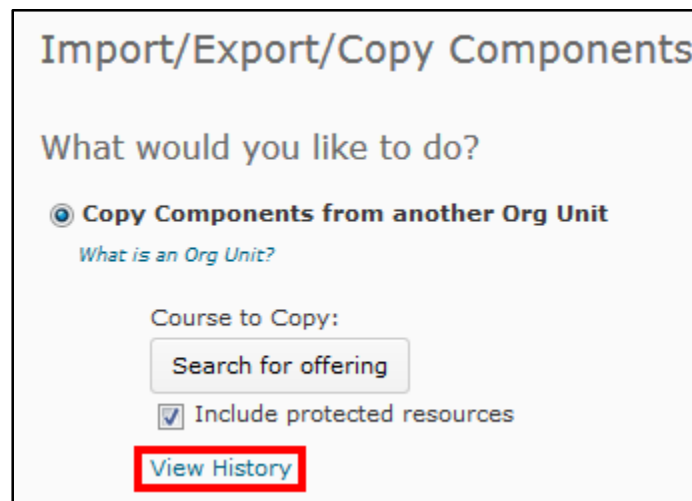


Figure 10 - View History

Exporting Course Components

D2L Brightspace allows you to export items from your course to a file. When you export an item, the student data from the course will not be exported. For example, if you export an item in the Dropbox, none of the assignments submitted by the students will be exported.

D2L Brightspace also allows you to place content from another instructor's course into your course. To do this, the other instructor should use the following instructions to export content from his or her course. Then, you can take the exported content and import it into your course.

Exporting Course Components from the Course Admin Page

The following explains how to export course components from the *Course Admin* page.

1. Go to the *Course Home* page for the course that you wish to export items from.
2. Click on **Course Admin**.

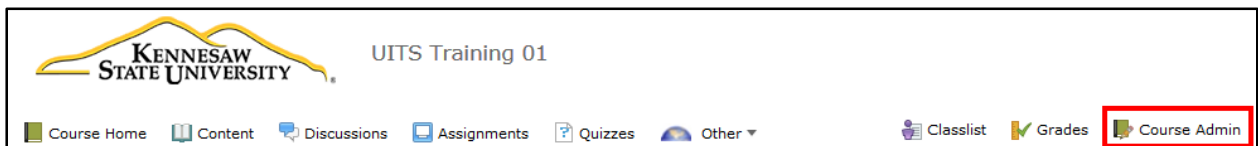


Figure 11 - Edit Course

3. Click on **Import/Export/Copy Components**.

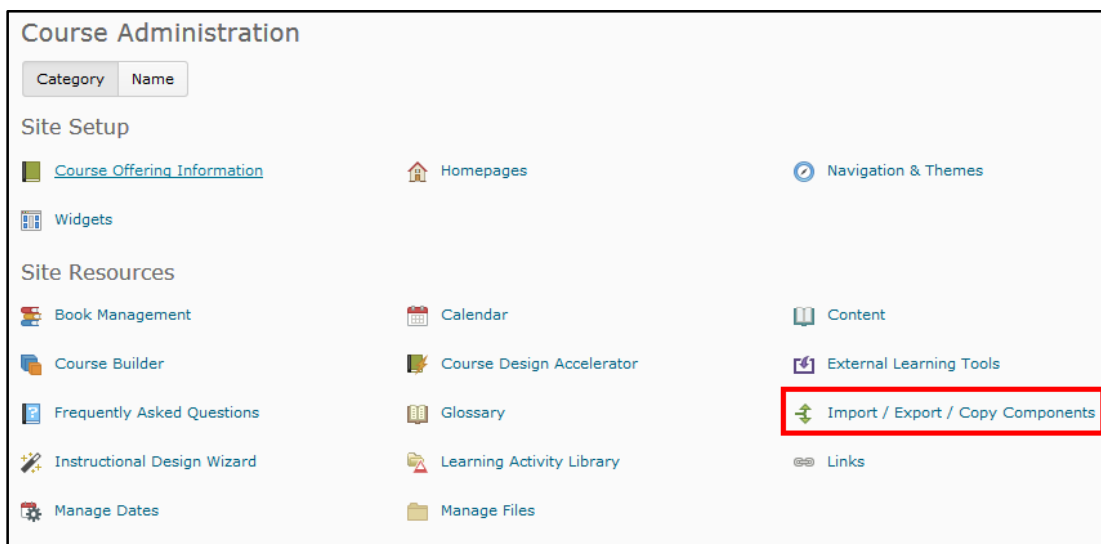


Figure 12 - Import/Export

4. From the *Import/Export/Copy Components* screen:
 - a. Select **Export Components** (See Figure 13).
 - b. If you want the files in the course to be exported, select **include course files in the export package** (See Figure 13).
 - c. Click the **Start** button (See Figure 13).

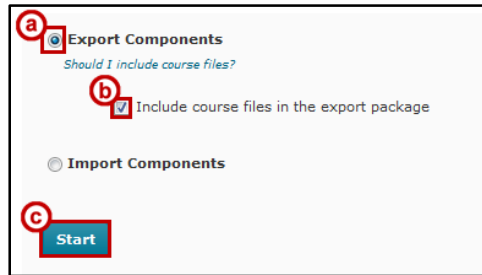


Figure 13 - Export Components

5. From the *Select Course Material* screen, select the **components** that you wish to export. As you select these items, you may choose to:
 - a. *Select All Components* (See Figure 14).
 - b. Or *Select individual components to export* (See Figure 14).
 - c. Within individual components, you may choose to *Export all items* (See Figure 14).
 - d. Or *Select individual items to export* (See Figure 14).
 - e. Click **Continue** (See Figure 14).

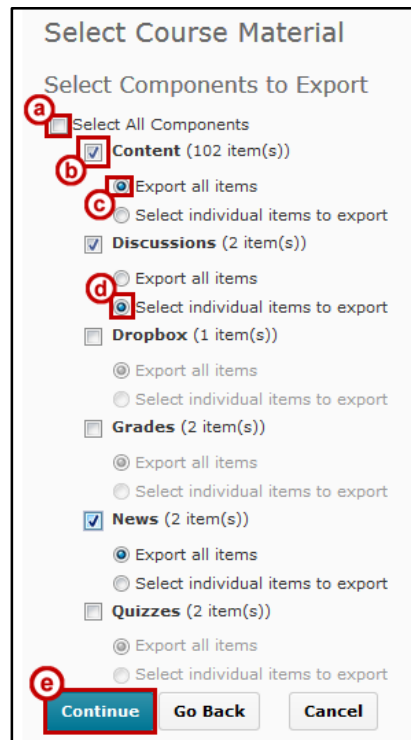


Figure 14 - Select the Components

6. If you selected, *Select individual items to export* in Step 5, follow the steps below. Otherwise, skip to Step 7.
 - a. Select the **items** that you want to export.

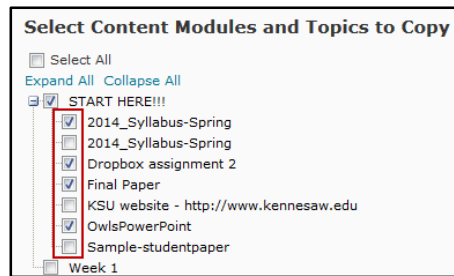


Figure 15 - Select the items

- b. Click **Continue**.
7. You will be taken to the *Confirm Components to Export* page. Click **Continue**.

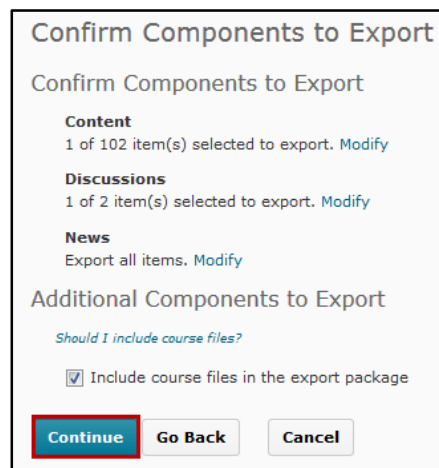


Figure 16 - Click Continue

8. Your content will be exported. When the process is complete, click on the **Finish** button.



Figure 17 - Click Finish

- The *Export Summary Page* appears. Click on the **Click here to download the export Zip package** and save the .zip file to your computer.

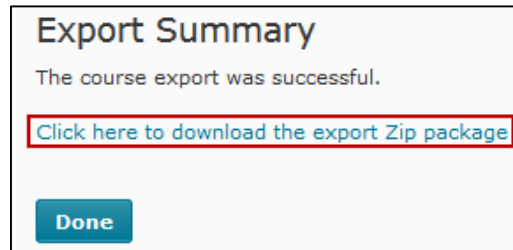


Figure 18 - Downloading the .Zip Package

Importing Course Content from a File

D2L Brightspace allows you to import files that are provided to you by other instructors and sometimes by content vendors or other Learning Management Systems.

The following file types/ list of platforms can be imported into D2L Brightspace:

- An export file from *D2L Brightspace*.
- A SCORM 1.1, 1.2, or 1.3 content package.
- D2L Brightspace
- Blackboard Learn v. 6/7/8/9
- Angel Learning v. 7/8
- Moodle v. 1.9/2
- Pearson eCollege
- UCompass
- Respondus
- IMS Common Cartridge v. 1.0/1.1/1.2/1.3
- IMS Thin Cartridge v. 1.3
- SCORM Object

Importing Files From the Edit Course Page

The following explains how to import a file from the *Course Admin* page.

- Go to the *Course Home* page for the course that you wish to import your data to.
- Click on **Course Admin**.

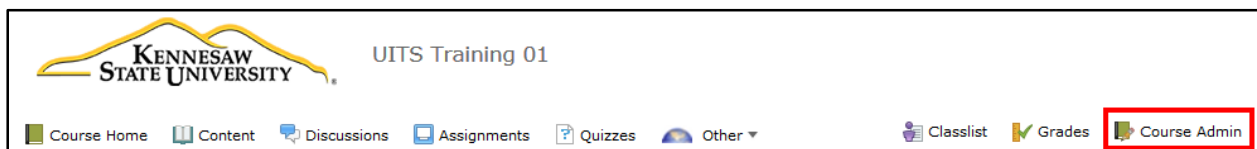


Figure 19 - Edit Course

3. Click on **Import/Export/Copy Components**.

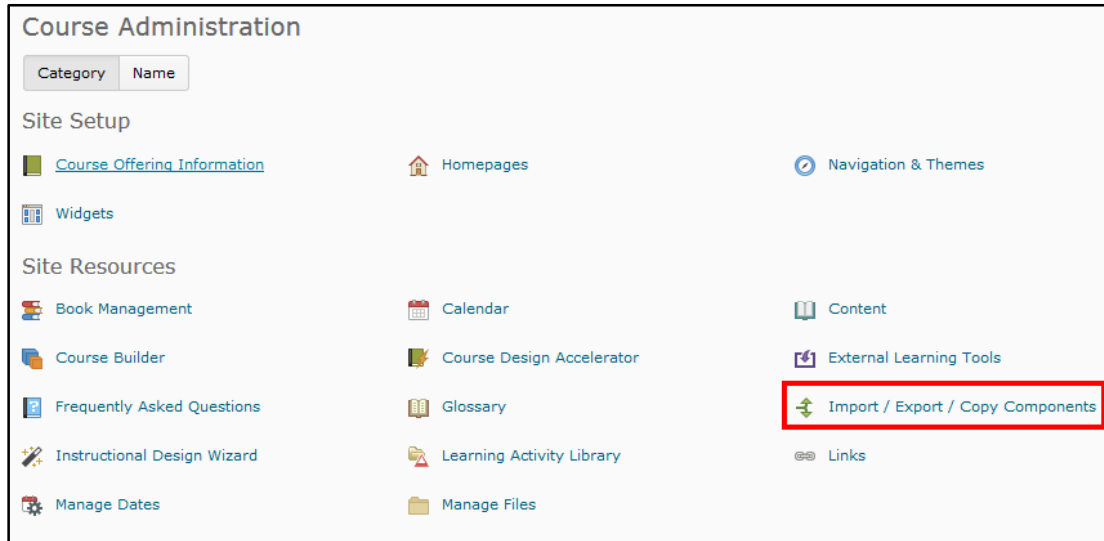


Figure 20 - Import/Export/Copy Components

4. From the *Import/Export/Copy Components* screen:
 - a. Select the **radio button** next to *Import Components* (See Figure 21).
 - b. Click **Start** (See Figure 21).

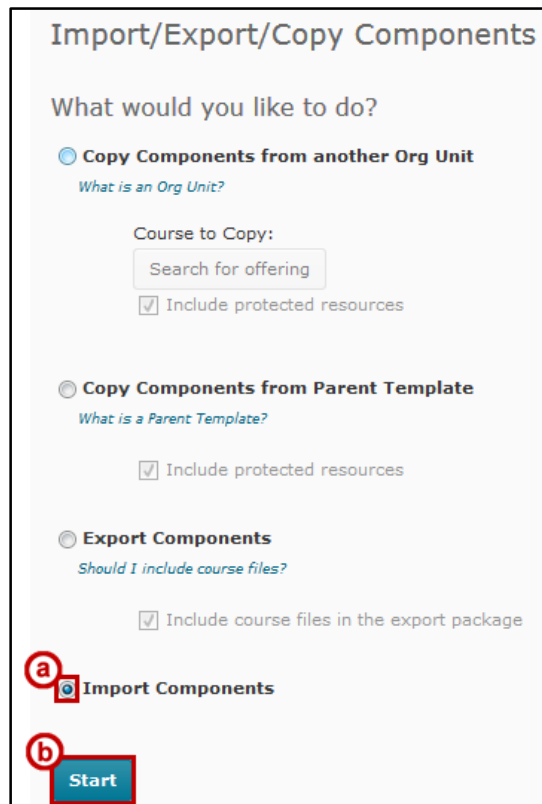


Figure 21 - Import Components

5. The *Import Course Package* window will appear.
 - a. You may choose to drag and drop a course package into the **designated area** (See Figure 22), or
 - b. Click **Upload** to browse for your file (See Figure 22).
 - c. Click on these options to learn more information, such as *What formats are supported?* (See Figure 22).
 - d. Once you have uploaded the file you wish to import, click **Import All Components** (See Figure 22).

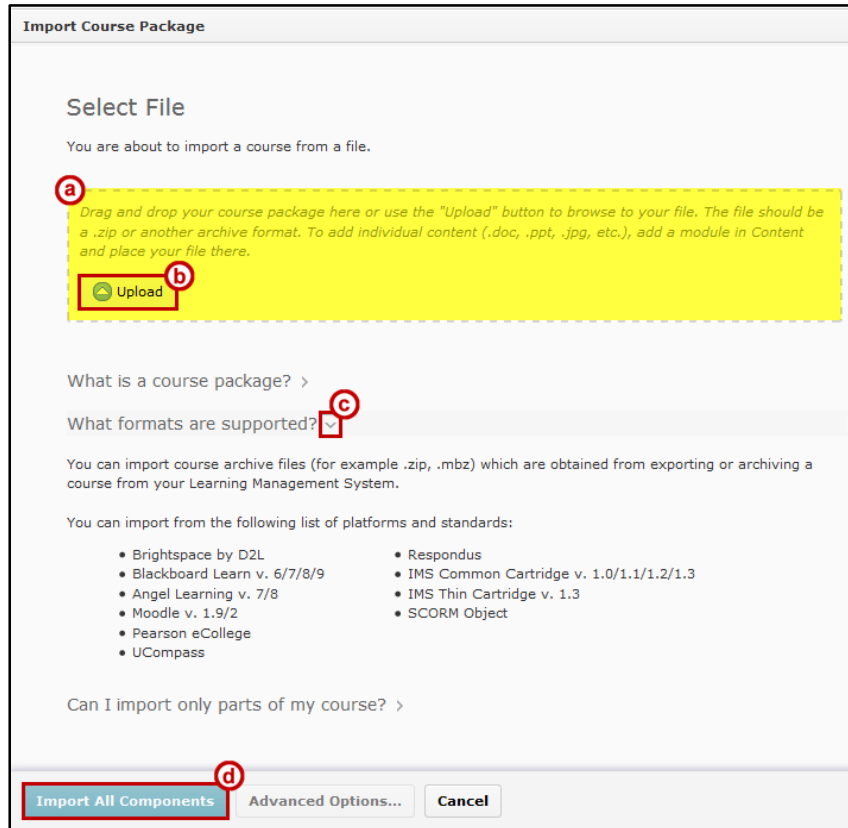


Figure 22 - Import Course Package

6. The *Preprocessing* window will appear. For larger files, this process may take some time.

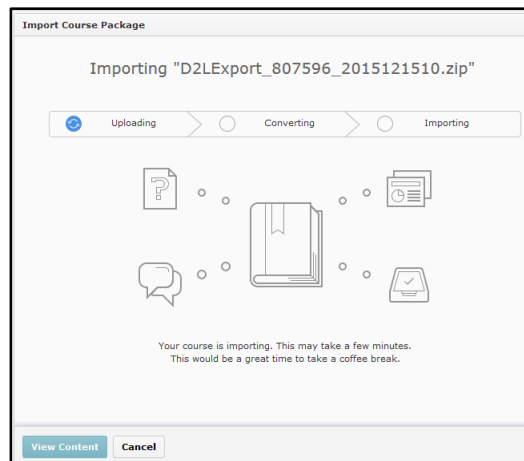


Figure 23 - The Preprocessing Window

Note: If you select **Cancel** during this process, you will receive an error, “The import process is finalizing and cannot be canceled” (See Figure 24).

7. From the *Import Course Package* window, the import summary will appear:
 - a. The system indicates that the files have been *Uploaded*, *Converted*, and *Imported* (See Figure 24).
 - b. Click **View Content** to see your course content (See Figure 24).

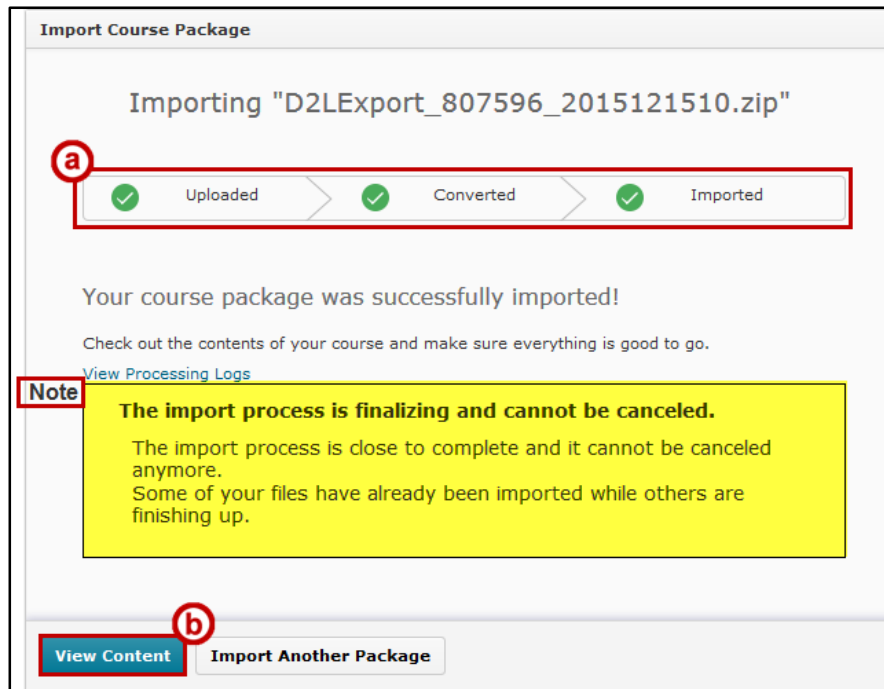


Figure 24 - Click Continue

Additional Help

For additional help or installation issues, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>