

How to copy a course onto another on Brightspace

IMPORTANT: Be sure to open the destination course where the developed course will be copied to. For example, if you would like to copy a DEV course to an actual course with student enrollment, open the actual course with student enrollment.

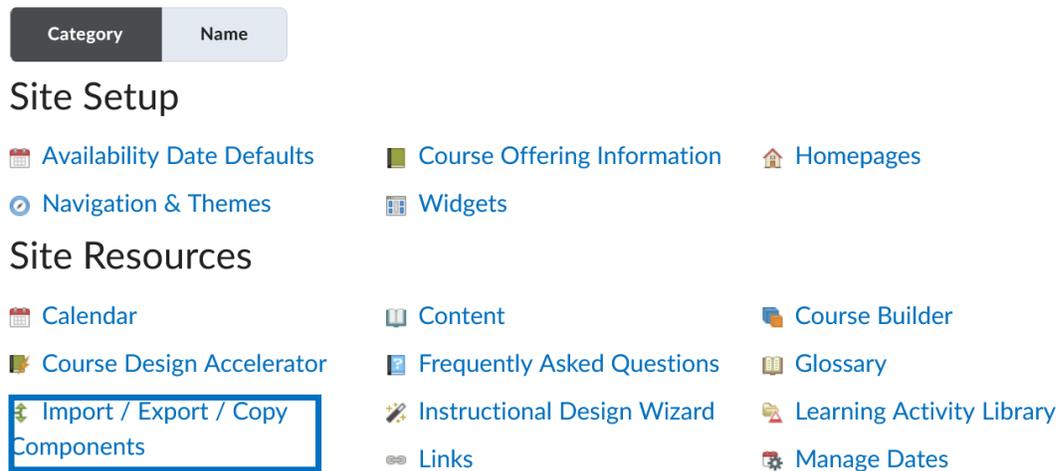
1. **Login** to Brightspace using your CUNY credentials and click the destination course you would like to copy an existing course to.
2. Click the **Course Admin** tab on the navigation bar.



Figure 1 A screen shot of Course Admin text color white with dark blue background

3. Locate where it says **Import/Export/Copy Components**

Course Administration



Category Name

Site Setup

- Availability Date Defaults
- Navigation & Themes
- Course Offering Information
- Widgets
- Homepages

Site Resources

- Calendar
- Course Design Accelerator
- Content
- Frequently Asked Questions
- Course Builder
- Glossary
- Import / Export / Copy Components
- Instructional Design Wizard
- Links
- Learning Activity Library
- Manage Dates

Figure 2 Screen sot of Course Administration tools

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4. Under Copy Components from another Org Unit, **click Search for offering**

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

[View History](#)

Figure 3 Screen shot of the display options of Copy Components from another Org Unit

5. Enter the course ID or course name of the developed course and click Search

6. **Select the radio button** to the left of the appropriate course and click **Add Selected**.

DEV - Student [Show Search Options](#)

1 Search Result [Clear Search](#)

	Offering Code ▲	Offering Name	Department	Semester
<input checked="" type="radio"/>	dev_SOL_co	DEV - Student Online Orientation	PWL Sandboxes	Sandboxes

Figure 4 Displayed are the course search options

7. If you would like to copy the entire course as is, click **Copy all Components**. If you would like to copy only specific elements of the course, click **Select Components**, check the components you would like to copy, and click **Continue**.

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Figure 5 Copy All Components and Select Components

8. After the copy has completed. Click **View Content** to assess the information that has been copied over to the course.