



## Desire2Learn (D2L)

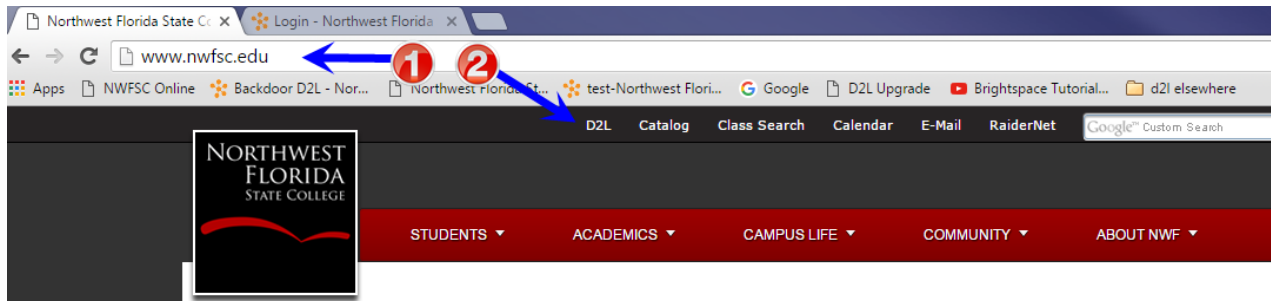
### Preparing for a New Semester – Copying Content Between D2L Courses

#### Instructions – Copying Content between D2L Courses - Quick and Easy:

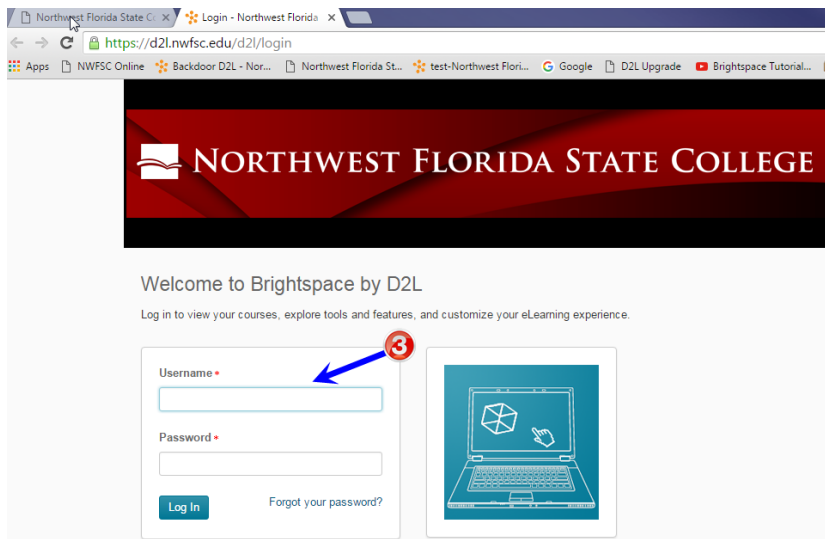
1. Launch a preferred web browser [e.g., Google Chrome, Mozilla Firefox, Microsoft Internet Explorer (IE) or Safari] and enter the **NWFSC web address** of <http://www.nwfsc.edu> (or bookmark <https://d2l.nwfsc.edu>).
2. Click the **D2L** link.
3. Log in using your **Raidernet/E-mail** credentials (omit the @nwfsc.edu in the username).
4. **Click on the D2L course name** to access the D2L course shell (virtual classroom). Use either the **Select a course...** option on the minibar or the **Courses Widget** below the navbar to find the new empty course.
5. Click **Edit Course**.
6. Click **Import/Export/Copy Components**.
7. Choose **Copy Components from another Org Unit** and then **click Search for offering**
8. **Type in the CRN** or part of the name of the course that has the content to move into this course **in the Search For: box** and **press Enter**
9. **Click the dot to the left of the name** of the course that has the content and **click Add Selected**
10. This step is critical:
  - a. Either click **Copy All Components** to **move everything** to this empty course (later clean out things you will not use)
  - b. Or click **Select Components** and then carefully check only those things to be moved into this course. Note: within each area there is also a Copy all items or Select individual items to copy. Also note: Course Files are critical for Content to work and there is an include associated files option that you should select. **After making selections, click Continue.** Confirm the components being copied and click **Finish**.
11. Notice the copying bar moving as it works to get content in to this new empty course. Wait for the copying process to complete and there will be a green check noting that the copy completed. A date will appear for this copy process record.
12. Click **View Content** to review and adjust your copied material for this semester.

## Instructions with Images for Detailed Assistance:

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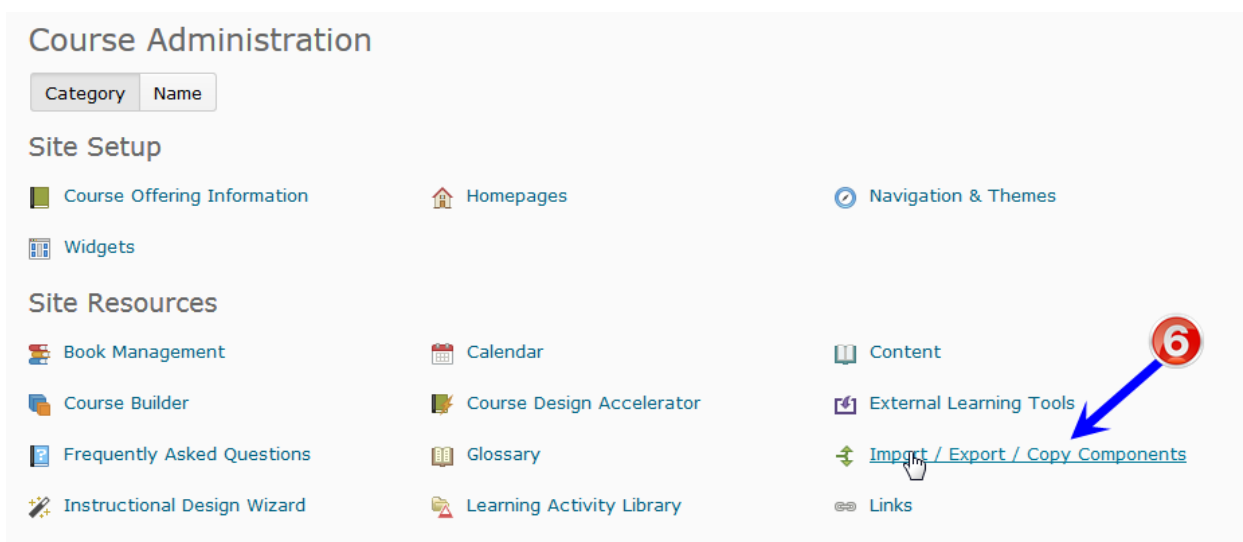
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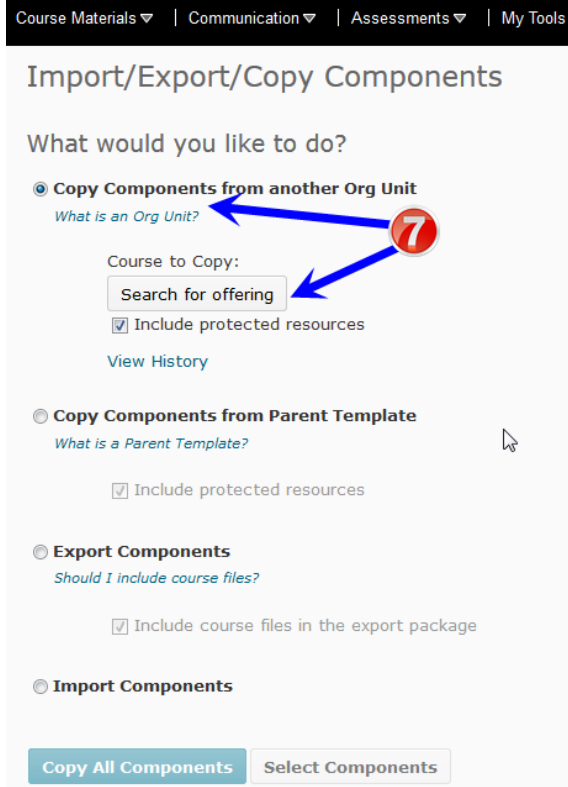
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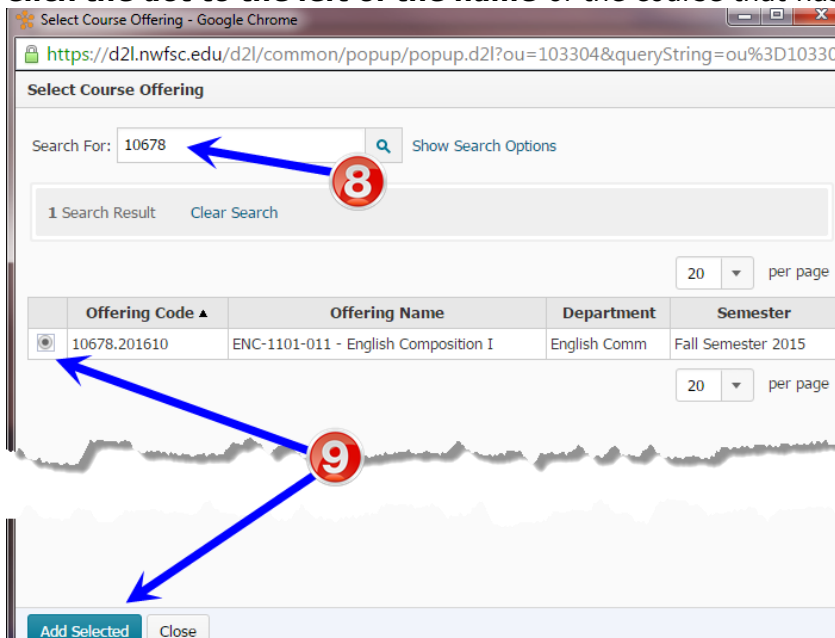


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