

Import content from previous courses into Brightspace?

To copy content from previous semester please follow the following steps:

- Enter into the class that you would like to copy into.
- Click on instructor tools > Course Admin
- In the Site Resources Section click on Import/Export/Copy Components link

The screenshot displays the Brightspace user interface. At the top left is the Graceland University logo and the text 'Learner Resources'. On the right side of the top navigation bar are icons for a grid, email, chat, and a notification bell. Below the navigation bar is a yellow header with the text 'Content Instructor Tools ▾ Help ▾ Tools ▾'. The main content area is titled 'Course Administration'. A dropdown menu is open under 'Instructor Tools', listing 'Course Admin' (highlighted in yellow), 'Quick Eval', 'LOR', and 'Manage Files'. Below this, the 'Site Resources' section is visible, containing a grid of links: 'Availability Date Defaults', 'Course Offering Information', 'Homepages', 'Navigation & Themes', 'Widgets', 'Book Management', 'Calendar', 'Content', 'Course Builder', 'External Learning Tools', 'Forms', 'Frequently Asked Questions', 'Glossary', 'Import / Export / Copy Components' (highlighted in yellow), 'Links', 'Manage Dates', and 'Manage Files'. The 'Learner Management' section is partially visible at the bottom.



Content Instructor Tools ▾ Help ▾ Tools ▾

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit

[What is an Org Unit?](#)

Course to Copy:

Include protected resources

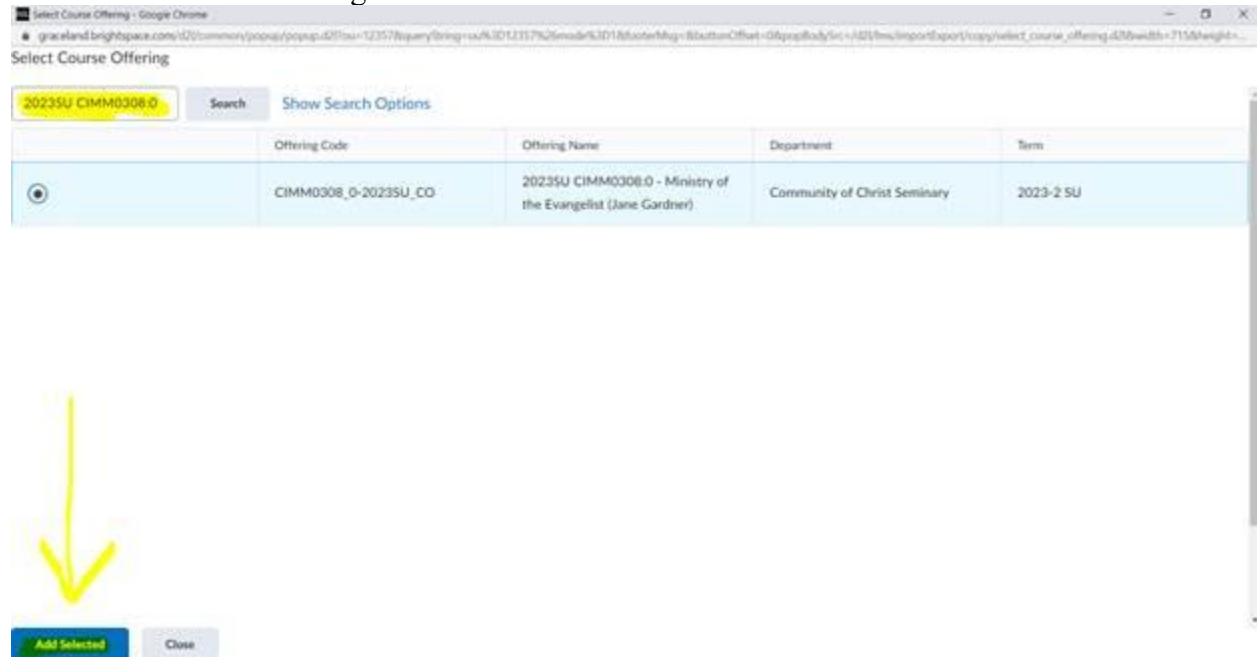
[View History](#)

Copy Components from Parent Template

[What is a Parent Template?](#)

Include protected resources

Click on search for offering.



Select Course Offering

2023SU CIMM0308.0 Search Show Search Options

	Offering Code	Offering Name	Department	Term
<input checked="" type="radio"/>	CIMM0308_0-2023SU_CO	2023SU CIMM0308.0 - Ministry of the Evangelist (Jane Gardner)	Community of Christ Seminary	2023-2 SU

Enter the course number of the course you would like to copy from and then select and click on add selected.



Content Instructor Tools ▾ Help ▾ Tools ▾

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit

[What is an Org Unit?](#)

Course to Copy:

2023SU CIMM0308:0 - Ministry of the Evangelist (Jane Gardner) ✕

Include protected resources

[View History](#)

Copy Components from Parent Template

[What is a Parent Template?](#)

Include protected resources

Copy All Components

Select Components

Click on copy all components and your course content should be successfully copied over.