



Importing Content

from one course to another in Brightspace

Each semester, the course created for the current academic year will be empty. Each instructor can choose how much material to import from a previous offering into the current course space. It is always possible to start from scratch, building a course with updated material. If you did not teach the previous offering of a course and you wish to import this content, you will require permission from the previous instructor to gain access to the old course, as well as any content within it.

Import Content from One Course to Another

1. Start by logging into Brightspace and accessing the course space for the current academic year to which you would like to import content (from a previous offering).
2. Select Course Admin.
3. Choose the link for “Import/Export/Copy Components”.
4. In the first section under “Copy Components from a Course”, click on the “Search for Offering” button.

Import/Export/Copy Components

What would you like to do?

☒ Copy Components from another course
[What is an Org Unit?](#)

Course to Copy:

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☒ Include protected resources

5. Click the “search” icon to see a list of all your courses.
6. Locate the course from which you are importing content and select it. Click the “Add Selected” button.
7. To import ALL components, select the “Copy All Components” button. Alternatively, select the “Select Components” button to manually select the components you wish to import.



Import/Export/Copy Components

What would you like to do?

☒ **Copy Components from another course**
[What is an Org Unit?](#)

Course to Copy:
AGRI2000 - Transition to Organic Agr (Sec 75) - 2016 Fall ✕

☒ 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

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8. If choosing to copy selected components, make sure to leave the “Include associated files” box checked off (if it is present in the category you are copying from). If you are copying over course content, please also make sure to select the “External Learning Tool Links” box. If this is not done, any Panopto or Collaborate videos embed in the content will not be copied over.

Choose Components to Copy

▶ [Show the current course components](#)

☐ Select All Components

☒ **Content (78 item(s))**

☐ Copy all items

☒ Select individual items to copy

☒ Include associated files

☒ **External Learning Tool Links (7 item(s))**

☒ Copy all items

☐ Select individual items to copy

9. When the process is complete, select the “View Content” button to see the imported content.