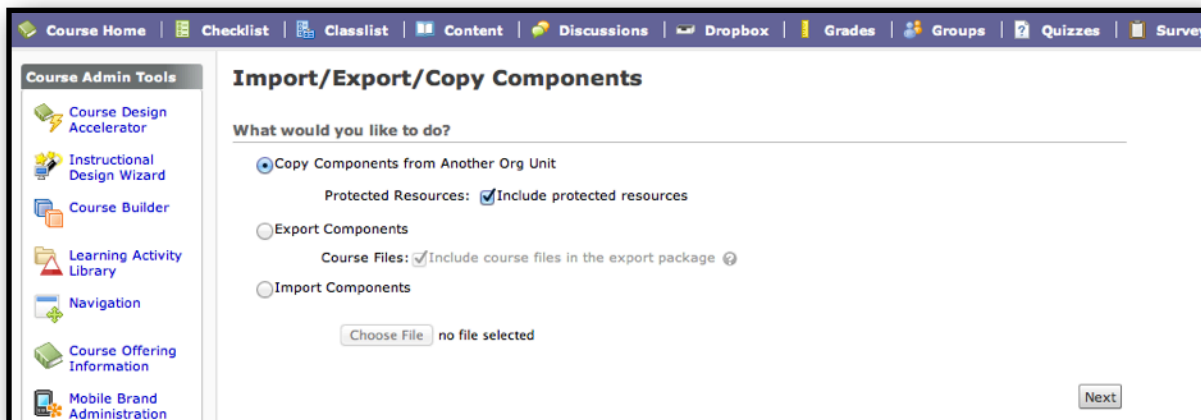


# Importing, Exporting, and Copying Course Components



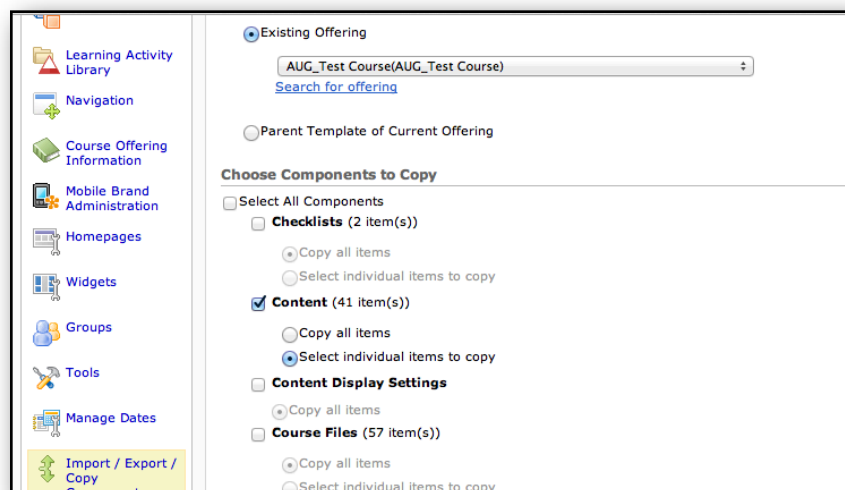
The **IMPORT/EXPORT/COPY COMPONENTS** tool allows you to access individual course components from another course and incorporate them into your course section. In other learning management systems you could quite easily incorporate course content from one semester to another; however, you were forced to include *all* components in the course. With the D2L Import/Export/Copy Components tool you can select only the course components you want and leave the ones you don't want.

## Copying Course Components

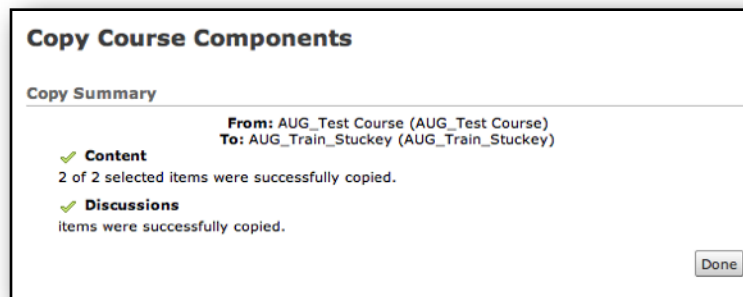
The Copy Components tool lets you copy course components from another course offering or template. Copying components saves you from having to recreate your course's resources from scratch and can significantly reduce the amount of work required to create or re-offer a course. No student data is copied, only course components.

To copy components between course offerings, you must be enrolled as an instructor in both course offerings. No special enrollment is required to copy components into a course offering from its template.

1. Ensure that you are inside the course you want to build. Click the **Edit Course** icon on the course menu bar. From the Course Administration tools, click the **Import/Export/Copy Components** link.
2. Select the radio button next to the **Copy Components from Another Org Unit** option. Click the **Next** button.
3. Choose to copy the selected course components from an **Existing Offering** and select the course offering from the drop down menu. Once you have selected a course, the screen will refresh and the available course components will appear. Select the components you wish to copy. Click the **Next** button. If you opt to **Select individual items to copy**, you will need to identify the individual components you wish to copy.



4. Confirm the course components you wish to copy. If you need to make a modification, click the **Modify** link and make the appropriate changes. Once you have confirmed the copy, click the **Next** button. As the components copy over you will receive a real-time update of their copy status. A progress circle indicates that the system is still processing. A green check mark indicates a successful copy, while a red X indicates an error in the copy. If you receive an error, a message will appear explaining what caused the error.



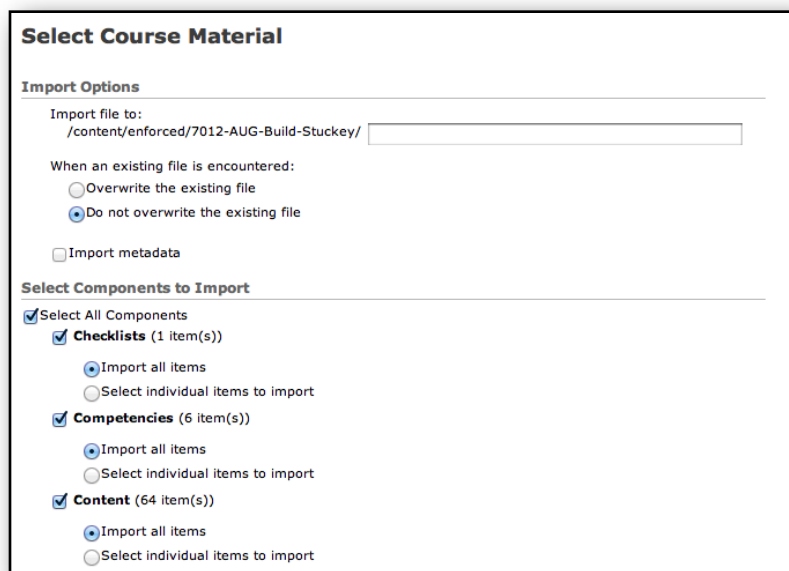
The screenshot shows a window titled "Copy Course Components" with a "Copy Summary" section. It indicates the source is "AUG\_Test Course (AUG\_Test Course)" and the destination is "AUG\_Train\_Stuckey (AUG\_Train\_Stuckey)". Under "Content", it says "2 of 2 selected items were successfully copied." Under "Discussions", it says "items were successfully copied." A "Done" button is located in the bottom right corner.

5. Click the **Done** button. You will go back to the main page of the Import/Export/Copy Components tool. The course components you have copied over will appear as they did in the course from which you copied.

## Importing Course Components From A File

The Import Components tool lets you import course components created in other learning management systems, provided by content vendors, or developed in a content creation program (like Respondus). To import components, you must have a file containing the components in a format supported by the Import tool into your course offering. This is particularly important for instructors using textbook publisher created courses. **You must inform your textbook publisher representative that your material should be provided for Desire2Learn version 9.4.1.**

1. Ensure that you are inside the course you want to build. Click the **Edit Course** icon on the course menu bar. From the Course Administration tools, click the **Import/Export/Copy Components** link.
2. Select the radio button next to the **Import Components** option. Click the **Choose File** button to choose the Zip file you wish to import. Click the **Next** button.
3. The **Preprocessing** screen appears showing the progress as the system downloads and opens the file. A green check mark will appear, indicating that the file can be imported. Click the **Next** button.
4. In the **Import Options** section at the top of the page, specify the import settings you want to use:
  - a) If you want to import files into a specific folder in your course's file structure, enter the sub-directory path in the **Import file to** field. Otherwise leave this field blank and the files will be saved in the course's root directory.
  - b) Specify what should happen if a file in the import package has the same name as a file that already exists in the destination directory. If you select **Overwrite the existing file**, the file that already exists is replaced with the file in the import package. If you select **Do not overwrite the existing file**, the new file with the same name will not be imported.
  - c) Select the **Import metadata** check box. Metadata is information someone has entered about a learning resource to help other users locate it and understand its purpose.



The screenshot shows the "Select Course Material" screen. Under "Import Options", there is a text field for "Import file to:" containing the path "/content/enforced/7012-AUG-Build-Stuckey/". Below this are radio buttons for "When an existing file is encountered": "Overwrite the existing file" (unselected) and "Do not overwrite the existing file" (selected). There is also an unchecked checkbox for "Import metadata". Under "Select Components to Import", there are three sections: "Checklists (1 item(s))" with "Import all items" selected; "Competencies (6 item(s))" with "Import all items" selected; and "Content (64 item(s))" with "Import all items" selected.

- After determining import options, select the components you wish to import. Once you have selected all the components to import, click the **Next** button.
- You will need to confirm the course components you wish to import. If you need to make a modification, click the **Modify** link and make the appropriate changes. Once you have confirmed the import, click the **Next** button. As the components import you will receive a real-time update of their import status. A progress circle indicates that the system is still processing. A green check mark indicates a successful import, while a red X indicates an error in the import. If you receive an error, a message will appear explaining what caused the error.
- Once the import is complete, click the **Next** button. You will be taken to a summary screen where you will see the message, "The course import was successful."

## Exporting Course Components To A File

The Export Components tool lets you copy all course components for use in another course offering. An export does not remove content from your course, rather, the process copies selected course components. No student data is copied.




- Ensure that you are inside the course you want to copy. Click the **Edit Course** icon on the course menu bar. From the Course Administration tools, click the **Import/Export/Copy Components** link.
- Select the radio button next to the **Export Components** option. IMPORTANT: Click the check box next to **Include course files in the export package** to export the related course files that are connected with the course components. Click the **Next** button.
- Select the components you wish to export. Click the **Next** button. If you choose, select individual items to export, you will need to select the individual components to export.
- Confirm the course components you wish to export. If you need to make a modification, click the **Modify** link and make the appropriate changes. Once you have confirmed the export, click the **Next** button. As the components export you will receive a real-time update of their export status. A progress circle indicates that the system is still processing. A green check mark indicates a successful export, while a red X indicates an error in the export. If you receive an error, a message will appear explaining what caused the error.
- Click the **Done** button. You should receive a message noting "The course export was successful." Click the link to download the export Zip package.

## Troubleshooting

Below is a list of the most common reasons why course components fail to import, export, or copy. Apply the solution provided and attempt import/export/copy components process again. If the process still fails, that component may need to be rebuilt.

ISSUE	SOLUTION
The file name contains one of the following characters: \ : # ? * " < >   ' % & +.	Delete the illegal characters from the file name.
The file is too large.	Reduce the size of the file or link to it from a file server.
The component contains an e-pack with access code.	Add the e-pack to the new course after the rest of the course package has been imported.
A content topic's name contains characters with accents.	Delete the accents from the topic. Add them back into the imported course.

## Import/Export/Copy Components Status Chart

STATUS IMAGE	INDICATES
	A progress circle indicates that the system is still processing the import/export/copy.
	A green check mark indicates a successful import/export/copy process.
	A red X indicates an error in the import/export/copy process. If you receive an error, a message will appear explaining what caused the error.