

## Importing, Exporting, and Copying Course Components

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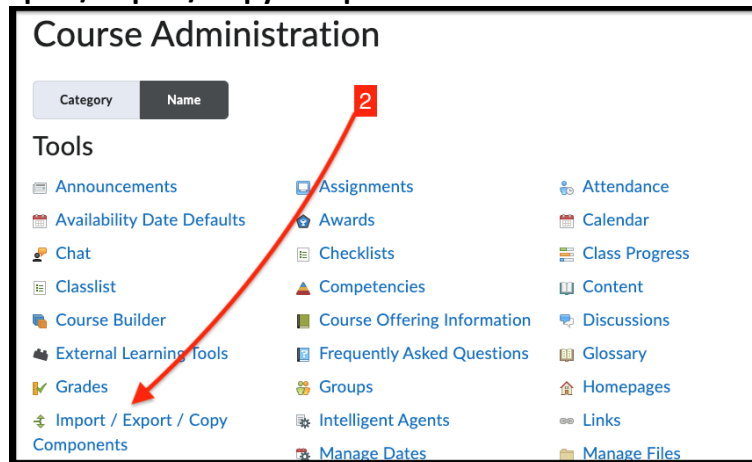
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### General Navigation

The Import/ Export/ Copy Components tool can be reached from various other areas, including the cogwheel at the top right of the Brightspace Minibar or even the Content view of the course. For this document, we will go through the Course Admin Tool

1. Locate and **click Course Admin** in your Navbar
  - a. NOTE: it may be housed under Course Tools
2. **Click Import/ Export/ Copy Components** on the Course Admin Tools list



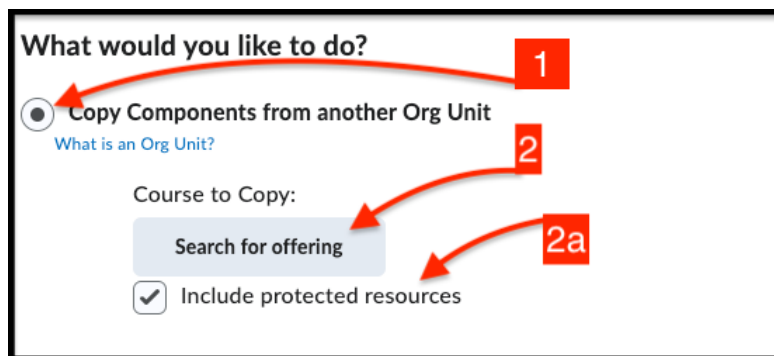
3. On the following page, you will need to **click the radio button to select the function** you wish to perform. See the sections below for details on each.

## Copy Component from another Org Unit

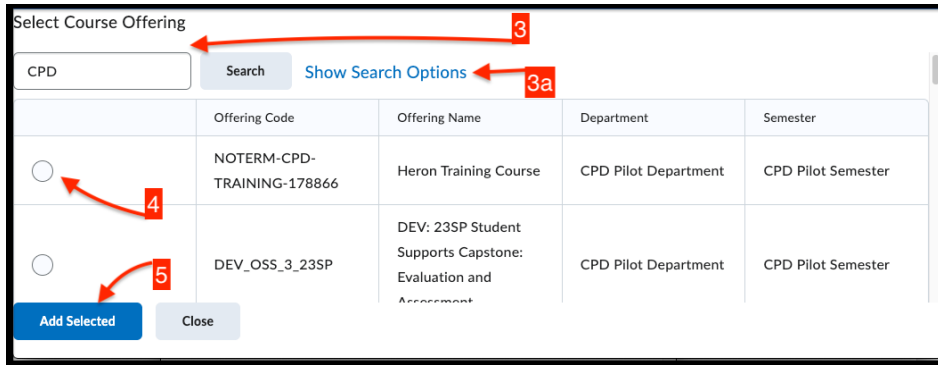
This function is used to copy from somewhere already in your campus instance, such as a different department or semester (org unit delineations are determined by the campus)

First, use the general navigation steps at the beginning of this document. Then, to perform this function:

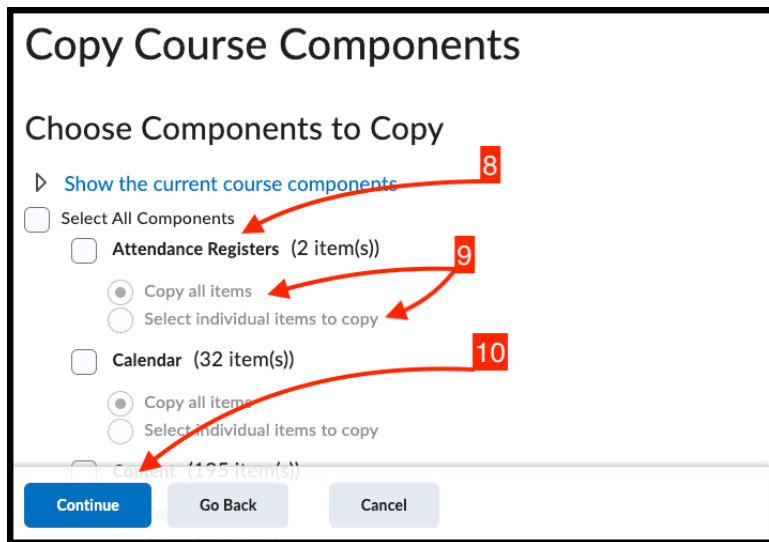
1. **Click the radio button** to the left of **Copy Component from another Org Unit**
2. **Click Search for Offering**
  - a. Optional: **check the include protected sources box** (you can also do this after your search below)



3. **Type a course or identifying term** into the search box
  - a. NOTE: For a more detailed search, **click Show Search Options**. This will allow you to search by:
    - i. Offering Name
    - ii. Offering Code
    - iii. Offering Path
    - iv. Department
    - v. Beginning and / or End Date
4. From the resulting course list, **click on the radio button** of the course you want to import
5. **Click Add Selected**



6. You will now be returned to the original view. If you want to copy the entire course, **click Copy All Components** at the bottom of the page. This will begin the copy process. (If you do step 6, **skip to step 13**)
7. If you want to choose what components to copy, **click Select Components** at the bottom of the page. Then continue to the next step.
8. On the resulting Copy Course Components page, **check the box next to the components** you want to copy
9. For each desired component, **choose between the possible options** (which may vary by component)
  - a. Copy all items
  - b. Select individual items to copy (not always an option)
  - c. Include associated files (not always an option)
10. **Click Continue**



11. Optional: on the resulting page, **click Modify to return and change** your component selections
12. Optional: Under Offset Dates, **check the box to activate offset options** dates
  - a. Then select the appropriate radio button to perform your preferred offset task. You can offset by either:
  - b. Direction and range (forward or back by both days and / or hours)
    - i. For both days and hours options you can **select Direction** (forward or back), then in **select Range**
  - c. Calculate the range between two dates and hours (for example, first day of previous and upcoming semester)
    - i. Enter the original component start date and time, then the new start date and time
13. **Click Finish** (this will begin the copy process)
14. On the next page, choose between:
  - a. **Copy Another Package** (to add more to your course)
  - b. **View Content** (to return to your course Content page)
  - c. **Review and Manage Dates** (to edit dates)

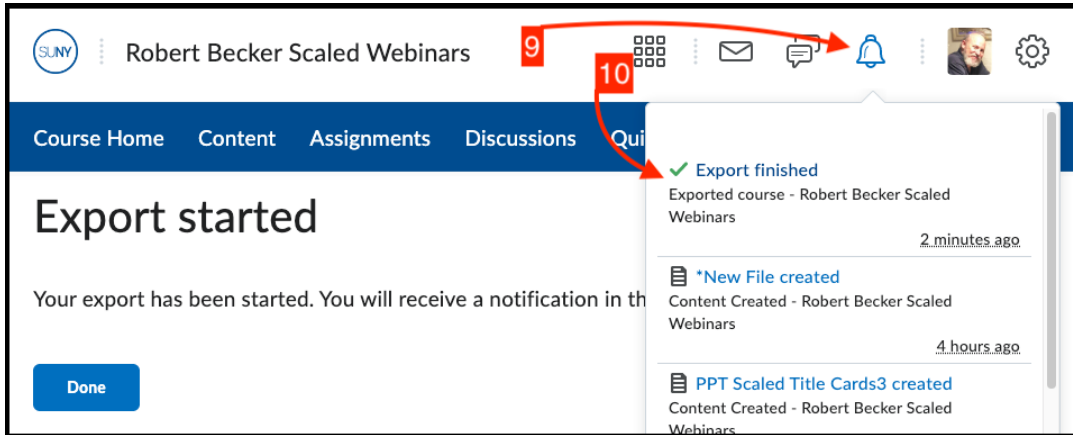
### Export as Brightspace Package

This function allows you to export a Brightspace-specific package, with all necessary resources for later importing into another Brightspace environment.

First, use the general navigation steps at the beginning of this document. Then, to perform this function:

1. **Click the radio button** to the left of Export as Brightspace Package
2. **Click Start**
3. **On the resulting Select Course Material page, you can:**
  - a. **Select All Components by clicking** the appropriate button OR
  - b. If you want to choose what components to copy, **check the box next to the components** you want to copy
4. For each desired component, choose between the possible options
  - a. **Export all items**
  - b. **Select individual items to export**
5. **Click Continue**
6. Optional: on the resulting page, **click Modify** to return and change your component selections
7. Optional: to include course files to the export, check the **Include course files box**

8. **Click Export**
9. On the resulting page, **Check your update alerts** (bell icon in minibar) to see when export has completed
10. **Click the Export Finished notification** to see Export Summary page



11. In the resulting window, **click the text** “Click here to download the export Zip package”
  - a. This begins the download of a Zip package to your computer
12. **Click Done**

## Export as Common Cartridge

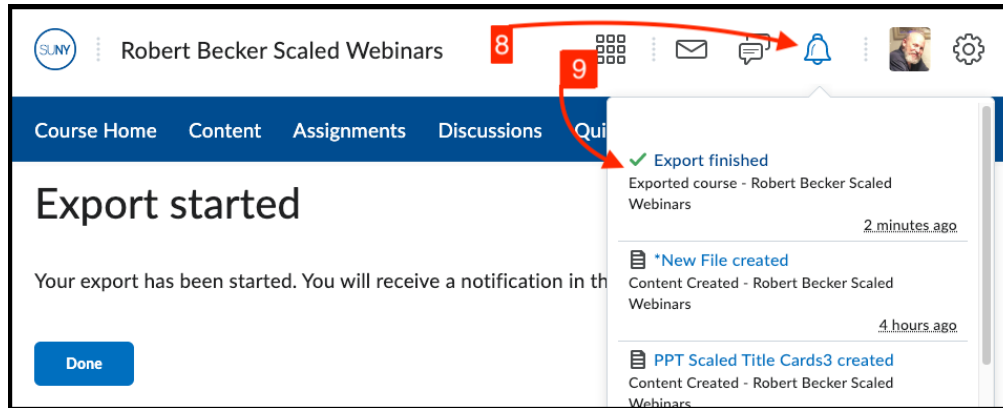
This creates an LMS-independent course package that can be imported into other LMS environments.

(NOTE: the THIN Common Cartridge discussed in the next section is a subset of a Common Cartridge)

First, use the general navigation steps at the beginning of this document. Then, to perform this function:

1. **Click the radio button** to the left of Export as Common Cartridge
2. **Click Start**
3. If you want to copy the entire course, **click Select All Components**. (If you do this, **click continue** and **skip to step 5**)
4. If you want to choose what components to copy **check the box next to the desired components**
5. **Click Continue**

6. On the next page review your components to confirm your export
7. **Click Export**
8. **Check your update alerts** (bell icon in minibar) to see when export has completed
9. **Click the Export Finished notification** to see Export Summary page



10. In the resulting window, **click the text “Click here to download the export Zip package”**
  - a. NOTE: The Zip package is now being downloaded to your computer
11. **Click Done**

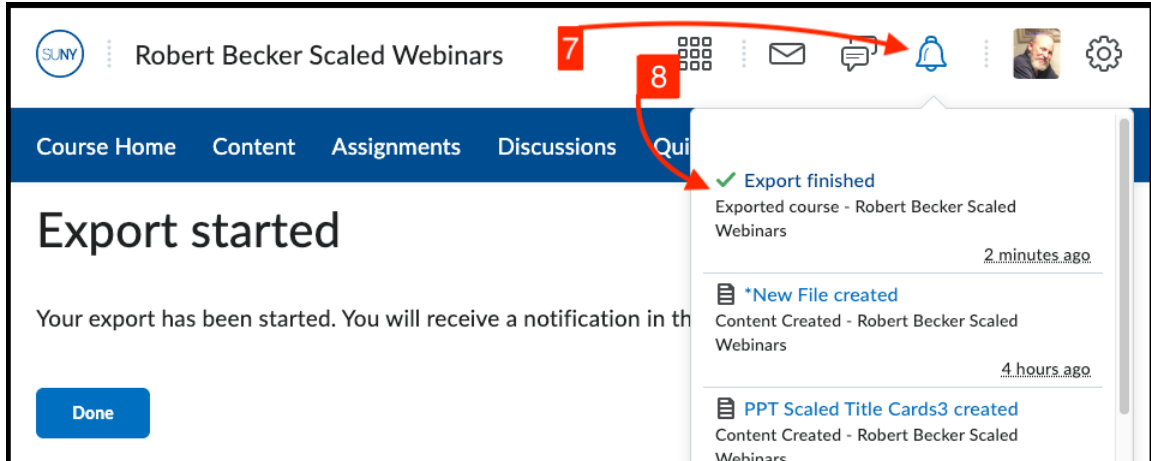
### Export as Thin Common Cartridge

A THIN Common Cartridge is a subset of a Common Cartridge. This option creates an LMS-independent course package that can be imported into other LMS environments.

First, use the general navigation steps at the beginning of this document. Then, to perform this function:

1. **Click the radio button** to the left of Export as Thin Common Cartridge
2. **Click Start**
3. If desired, **click Select All Components**
  - a. Optional: **check the box to select individual links** to export
4. Click Continue
5. On the next page review your components to confirm your export
6. **Click Export**
7. **Check your update alerts** (bell icon in minibar) to see when export has completed

## 8. Click the Export Finished notification to see Export Summary page



## 9. Click the text "Click here to download the export Zip package"

10. The Zip package is now being downloaded to your computer

11. Click Done

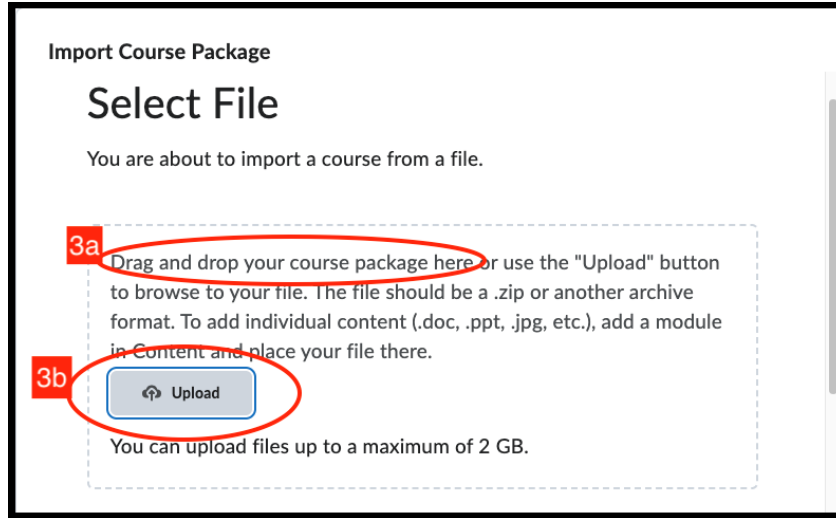
## Import Components

The import component function allows you to upload a zip file of a course cartridge (or Brightspace Package) into your course environment.

**NOTE: There is a 2 GB limit to importing course packages**

First, use the general navigation steps at the beginning of this document. Then, to perform this function:

1. **Click the radio button** to the left Import Components
2. **Click Start**
3. **Enter your materials.** You can enter your materials in two ways:
  - a. **Drag and drop** from your computer into the **Import Course Package** window
  - b. **Click Upload** to search locations in your computer for the desired content
    - i. When you locate your content, **click on it to select**
    - ii. **Click Open**



4. Once your materials have been read by the system, **click Import All Components** at the bottom of the window
5. **Once the import is complete, you can:**
6. On the next page, choose between:
  - a. **Import Another Package** (to add more to your course)
  - b. **Review and Manage Dates** (to edit dates)
  - c. **View Content** (to return to your course Content page)