Adding Content to New D2L Course Sites from Existing Sites
Using the Copy Components Feature

With Desire2Learn, course sites must be created in new course shells each semester. Content from other courses or course taught in previous semesters can be copied to the new shell, so content does not have to be recreated. The process is explained here. Note there are some very important things to remember as you go through this process. Those items are marked with a 📦.

**Step One: Request Course Sites**

Users begin by requesting their course sites using the [Online Course Request Form](#) for the current semester. The link is on the D2L Login page. Allow one week for requests to be processed.

**Step Two: Prepare New Site**

In each new course site users should select the type of grade system they want to use for their course – points, weighted, or formula system. It is very important that this is done before copying the Gradebook from an old site.

**Step Three: Copy Components to the Course Site**

1. Open D2L and navigate to the new course site.
2. Click on *My Tools>*Edit Course.

![My Tools](Image)

- Attendance
- Calendar
- Classlist
- Course Builder
- **Edit Course**
- Grades
- Groups
- Locker
- User Progress

3. Click on *Import/Export/Copy Components.* This will bring up the page shown below.
4. Click the **Copy Components** radio button and **Search for offering** button.
5. Once the course to be copied is located, select **Add Selected**. At this point you are given the option to “Copy All Components” or “Select Components.” We strongly recommend “Select Components” as this gives you the option to be selective.

![Image of the Copy Course Components screen]

You must copy the topics and the files if you want the content. Please do not copy the groups. 🐢 Those will only clutter things up in the Classlist and Groups view.

6. After selecting everything to copy, click on **Continue**. You will have a chance to modify things, and then click on **Finish**. Your contents will then be copied into your site.

7. Now do a check of your site to make sure everything copied and links are working. 🐢

8. If not, see what is missing and go back and copy just that component.

9. Other issues should be submitted to the Service Center.