

Copy Previous Content into your Upcoming Course

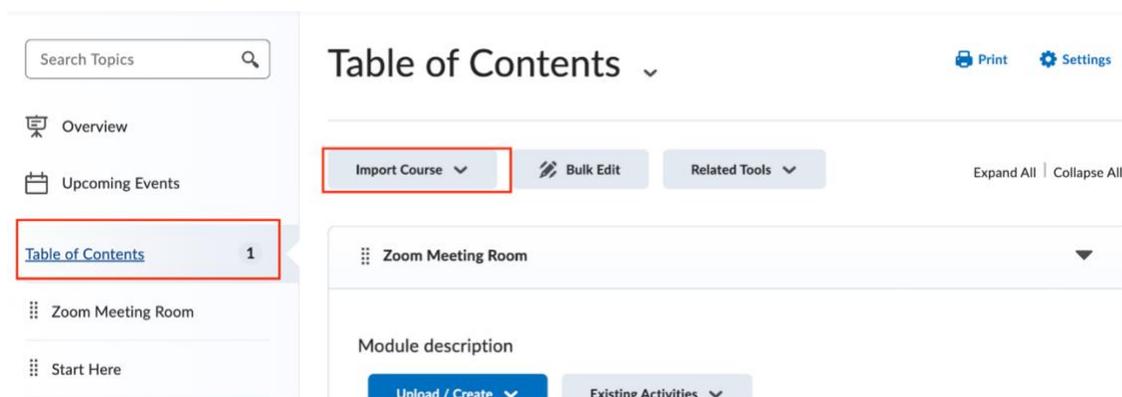
Quick Video: [Copy Your Previous Content into your Upcoming Course](#)

Each semester the Banner system will create and add you into any course sections you are officially scheduled to teach. These courses will be blank, so you will need to import your content from a previous course into your current course. You can only do this with courses that you are an instructor in.

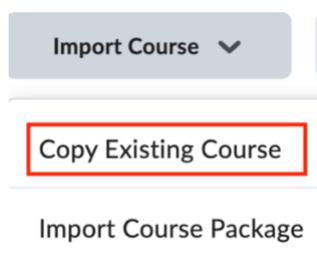
NOTE: Importing content will add all content ON TOP of any content that is already in the course. Duplicate information needs to be deleted manually and is a tedious process, so please do not do this more than once in one course.

If you would like the WSU 15 Week Template loaded into your course (building a course from scratch), see the next file in this training to see how to do this yourself.

Click into your **blank course shell**, (**the course you would like to copy content into**), and click on Table of Contents in your course and click on Import Course.



and then click on Copy Existing Course.



3. Select the "Copy Components from another Org Unit" option and click the "Search for Offering" - be sure to leave the "include protected resources" box checked.

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

Export as Brightspace Package

[What is a Brightspace Package?](#)

Export as Common Cartridge

[What is Common Cartridge?](#)

Export as Thin Common Cartridge

[What is Thin Common Cartridge?](#)

Import Components

Select a component source:

from Learning Object Repository

from a course package

[View Import History](#)

4. Then you will search for the course offering that you would like to copy FROM.

A. You will need to type in the course number or name to find the one you want.

B. Click SEARCH

C. Select the course section and term that you would like to copy from (be sure it is the correct previous content).

D. Click the "Add Selected" button at the bottom.

Select Course Offering - Google Chrome

d2l.westfield.ma.edu/d2l/common/popup/popup.d2l?ou=6689&queryString=ou%3D6689%26mo...

Select Course Offering

A engl 0101 001 **B** Search Show Search Options

	Offering Code	Offering Name	Department	Semester
C <input type="radio"/>	10073.202590	Fall 2025 COMPOSITION 1 (ENGL-0101- 001)	English	Fall 2025
<input type="radio"/>	wsu_ENGL0101001_2023fall	COMPOSITION 1	Brightspace Courses*	
<input type="radio"/>	wsu_ENGL0101001_2022fall	COMPOSITION 1	Brightspace Courses*	
<input type="radio"/>	wsu_ENGL0101001_2023spring	COMPOSITION 1	Brightspace Courses*	

D Add Selected Close

5. Once you select the course, you will see it listed under the Copy Components area.

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:

COMPOSITION 1 ×

Include protected resources

[View History](#)

Copy Components from Parent Template
What is a Parent Template?

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Export as Brightspace Package
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Export as Common Cartridge
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What is Thin Common Cartridge?

Import Components

Select a component source:

from Learning Object Repository

from a course package

[View Import History](#)

1 Copy All Components Select Components

CLICK on Copy All Components - once you click this button it will begin the copy and you will see the progress.

Copy Course Components History

COMPOSITION 1

Copy Selected Components Started: lclark, Monday, March 24, 2025 9:52 AM
EDT

 Copying in progress...

Then you can click back into the content and begin editing your new course.

Remember, always edit in the **NEW** course, never edit in a course that students have completed.