Transfer Course Materials

Understanding the D2L Platform

Keeps these tips in mind when transferring materials between courses:

1. The only component that might be overwritten is Course Files. A course file is overwritten if one of the files being copied has the same name as an existing file.
2. User data is not copied.
3. **If you are copying components from the same source multiple times, be careful not to copy the same items more than once or you will create duplicates.**
4. If you are copying linked or associated components, you must copy all of the related components at the same time.
5. When Content is transferred the files associated with the links in the Content area are not transferred. Be sure to copy the Course Files area or the topic will not display properly.
6. Due dates for checklist items are not changed when you copy them.
7. The only release conditions that are copied are ones that are attached to and reference other components that are copied at the same time.

Export Course Materials

To export course materials follow these steps:

1. Log into D2L and enter a course by clicking on the desired course link.
2. On the red navigation bar, click on the **Edit Course** link.
3. Click on the Import/Export/Copy Components.
4. Choose the third option: Export Components.
5. **IMPORTANT!!! – To transfer both the CONTENT and the COURSE FILES, make sure the Course Files checkbox is selected**.
6. Click on the **Start** button.
7. Click on the Select All checkbox or place a check in the checkbox next to the desired items. **IMPORTANT!!! – To transfer both the CONTENT and the COURSE FILES, make sure the Course Files checkbox is selected**.
8. Click on the **Continue** button. (2 times as each screen appears)
9. Once the files have been exported a green checkmark will appear beside each item. Click on the **Finish** button.
10. Click on the "Click here to download the export Zip package".
11. Save the file to your computer or flash drive.

Transfer Course Materials from Another Org Unit (course)

To transfer course materials follow these steps:

1. Log into D2L and enter a NEW course by clicking on the desired course link.
2. On the red navigation bar, click on the Edit Course link located in the far-right.
3. Click on the Import/Export/Copy Components.
4. Choose the first option: Copy Components from Another Org Unit (In D2L an Org Unit is a class).
5. Click the **Include protected resources** checkbox to include the protected resources.
6. Click **Search for offering** to select your course from the Select Course Offering dialog box.
7. Search for the course and click the radio button next to the desired course's name.
8. Click the **Add Selected** button.
9. Select either **Copy All Compontents** or **Select Components**. If you choose Select Components, check the checkboxes next to each item you'd like to copy and click **Continue. [IMPORTANT!!! - You must transfer both the CONTENT and the COURSE FILES.]**
10. Click on the **Start** button.
11. The Confirm Components to Copy page appears, click on the **Finish** button.
12. The Copy Summary page appears.

Transfer Course Materials from an Exported Zip File

To transfer course materials follow these steps:

1. Log into D2L and enter a NEW course by clicking on the desired course link.
2. On the red navigation bar, click on the **Edit Course** link located in the far-right.
3. Click on the **Import/Export/Copy Components** link.
4. Choose the last option: **Import Components**. Browse to find the desired course package.
5. Click on the **Start** button.
6. After the file uploads it will read the package. If you have a green checkmark, click on the **Continue** button.
7. Enter the **Import Options** you wish to use.
    1. If you wish to save the file in a sub-directory under the root directory, put the location in the "Import file to" field.
    2. If you wish to overwrite the existing file, select that option, but if you do not want to overwrite the files, select that option and the new file with the same name will not be imported.
8. Click on the Select All checkbox or place a check in the checkbox next to the desired items. **[IMPORTANT!!! - You must transfer both the CONTENT and the COURSE FILES.]**
9. Click on the **Continue** button. (3 times as each screen appears)

10. The Import Summary page appears.