Copying Content from a Template Course
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Some colleges encourage faculty to copy content from a template course into their own course shell in D2L. This guide will demonstrate how to locate the template course and your course shell in D2L and then copy the entire course from one to the other. There is also a checklist at the bottom you can use to make sure the copied content is adapted for your unique course.

**Logging into D2L**

1. Open a browser and enter d2l.kennesaw.edu in the URL.

   ![Figure 1 - Enter D2L URL in browser window.](image)

2. Click the button labeled **Login to KSU D2L Brightspace**.

   ![Figure 2 - Click button to log into D2L Brightspace.](image)

3. You will be redirected to the **KSU login screen**. Enter your **KSU email address** and **password** (See Figure 3).

4. Click the **Sign in** button (See Figure 3).

   ![Figure 3 - Log in using KSU email address and password.](image)
5. You will be prompted to verify your account using the DUO method you have selected. Follow the instructions on the screen.

![Authenticate your account using DUO.](image)

**Figure 4 - Authenticate your account using DUO.**

6. Upon successful login, you will be redirected to the D2L homepage.

![D2L homepage view](image)

**Figure 5 - D2L homepage view**
Locating the Template Course in D2L
You will need to locate the Template Course inside of D2L and make sure that you are enrolled as an instructor.

**Note:** Without access to the materials within the course, you won’t be able to copy them. If you are logged into D2L and you don’t see the template course, try these troubleshooting steps:

If you know the name of the template course:

1. Click the **waffle menu button** in the top left corner.

   ![Figure 6 - Click the waffle menu.](image)

2. Type the **name of the template course** in the search bar. You can also type a partial title, and the system will display any course that contains the partial title (See Figure 7).

3. Click the **spyglass icon** to perform a search (See Figure 7).

   ![Figure 7 - Type name of the course and click spyglass button.](image)

4. The search results will be displayed below. Click the correct **title** to be redirected to the course.

   ![Figure 8 - Click the title of the course.](image)
If you are unsure about the template course title:

1. Scroll down to the *My Courses* section of the page and, make sure that the *All* tab is selected (See Figure 9).

2. If you do not see the course, scroll down, and click the **View All Courses** link to see all available courses (See Figure 9).

![Figure 9 - Click View All Courses.](image)

3. All courses you have access to will be displayed. Click the correct **title** to be redirected to the course.

![Figure 10 - Click title of the course.](image)

4. You will be redirected to the *Course Home* page. Verify that you have instructor access by ensuring that you see the *Course Admin* tab in the navigation (See Figure 11).
5. Copy or write down the full **course title** of the template course that you will be copying from. You will need this in a later step (See Figure 11).

![Figure 11 - Copy or write down the title of the template course.](image)

**Note:** Be careful not to make any changes to the template course itself.

If you can find and access the course, but don’t see the **Course Admin** tab, it could be that you don’t have the correct access level. If you’re unsure who to contact for access:

1. Click the **Classlist** link in the main navigation (See Figure 12).
2. Scroll down until you locate the person listed as an **instructor**. You can then search for that name in your KSU email and reach out to them directly (See Figure 12).

![Figure 12 - Click Classlist and identify instructor.](image)
Copying Content from the Template Course to Your Course Shell

Follow these steps to copy the content into your course so that you can begin modifying and making changes.

1. Locate and click the title for your course shell.

   ![Course Shell Title](image1)

   **Figure 13 - Click title of course shell.**

   **Note:** If you are unsure how to find your course shell, follow the same steps in the section above, substituting your class name for the template course shell name.

2. Click the Course Admin tab in the navigation.

   ![Course Admin Tab](image2)

   **Figure 14 - Click Course Admin**

3. Under the Site Resources section, click the link labeled Import/Export/Copy Components.

   ![Site Resources](image3)

   **Figure 15 - Click Import/Export/Copy Components**
4. The Import/Export/Copy Components page will open. Select the radio button to the left of Copy Components from another Org Unit (See Figure 16).

5. Click the Search for offering button (See Figure 16).

![Figure 16 - Select Copy Components and Click Search for offering.](image)

6. The Select Course Offering menu will open in a new window. Type the name of the template course you recorded in the previous section (See Figure 17).

![Figure 17 - Type course title and click Search.](image)

7. Click the Search button to perform a search (See Figure 17).

8. Potential results will be displayed. Select the radio button to the left of the template course (See Figure 18).

![Figure 18 - Select course and click Add Selected.](image)

9. Click the Add Selected button (See Figure 18).
10. The name of the template course will be displayed under the *Course to Copy* heading. Verify that the course is correct; then, click the *Copy all Components* button.

**Note:** You can either import sections of the content or delete any content you don’t need after importing the full course.

11. The *Copy Course Components History* page will be displayed with a loading bar indicating the progress of the course copy. When the copy is complete, you will be prompted to view and verify the content.
Reviewing Content in Course Shell and Making Changes: Best Practices

Now that the content has been copied into your course shell, you can begin to make changes. Depending on how developed the content is in the template course, you may need to make many changes or just a few. Here is a checklist to get you started:

- **Syllabus** – Review the syllabus within the course and make any changes necessary. (Course name and number, contact information and contact preference, evaluation criteria, calendar due dates, specific course policies, Instructor Office Hours, etc.)

- **Course Schedule** – If there is a separate course schedule document or topic, be sure to reflect the same changes here that you did in the syllabus. You may also need to adjust the days/dates listed.

- **Instructor Introduction** – Record a short video or write a short introduction of yourself to allow the students to become more acquainted with you.

- **Announcements** – Delete any old announcements and create a welcome message for the student to welcome them to the course and possibly direct them on where they should begin first. (Start Here Module, etc.)

- **External Links** – Check all links to make sure that they are not broken.

**Note:** If you are unsure of what D2L copies over from one course to another, please review the following chart provided by Brightspace.  
[https://documentation.brightspace.com/EN/le/course_administration/instructor/components_for_i_e_c.html](https://documentation.brightspace.com/EN/le/course_administration/instructor/components_for_i_e_c.html)