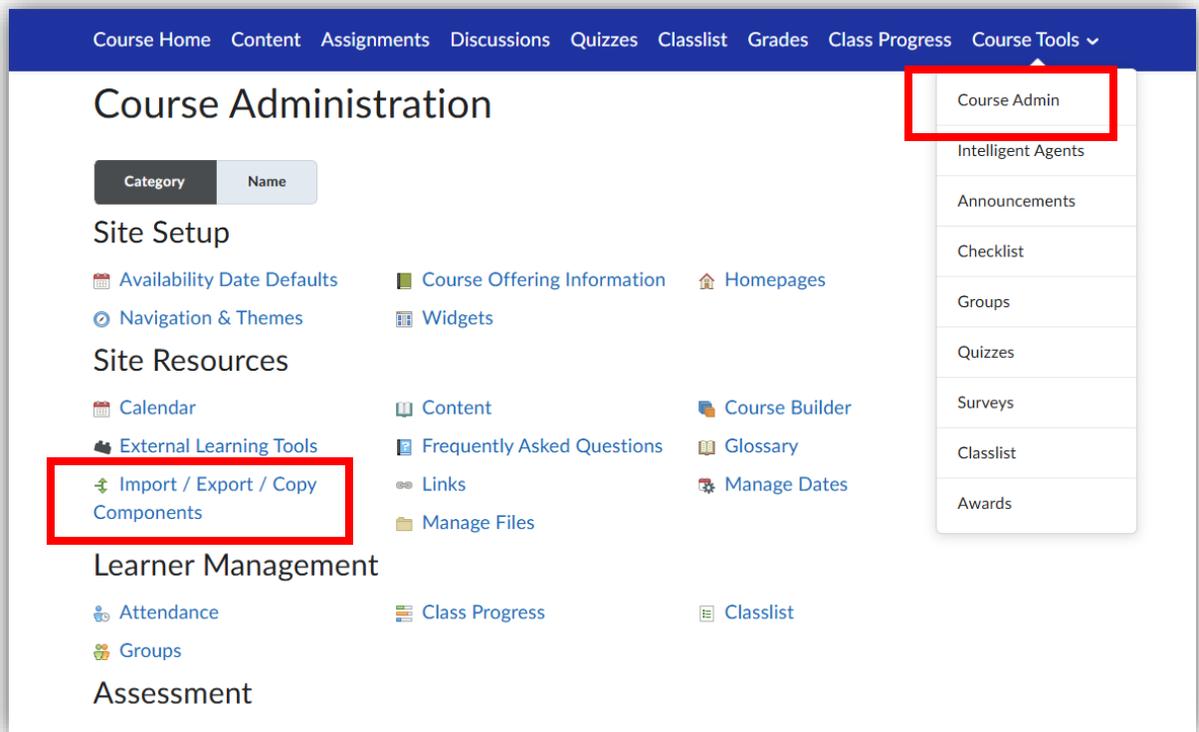


Migrating Course Content

Copy Previous Brightspace Course to Current Semester

1. Log in to Brightspace and navigate to your new course. *(Note that your new course has a copy of the template, if you copy a whole course into your new course you have duplicates.)*
2. From the “Course Tools” navigate to “Course Admin” and then “Import/Export/Copy Components”



3. "Copy Components from another Org Unit" is already selected; navigate to "Search for Offering."

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

Copy Components from Parent Template
[What is a Parent Template?](#)

Include protected resources

4. Next type the **CRN** of the course you want to copy from, select the course you want, make sure you get the correct semester, click "Add Selected."

Select Course Offering

[Show Search Options](#)

	Offering Code	Offering Name	Department	Semester
<input checked="" type="radio"/>	gsc_202201_7283	BIOL - 120-01 Principles Of Biology I	GSC Biology	GSC Fall 2021 (202201)
<input type="radio"/>	gsc_202202_7283	BIOL - 120-01 Principles of Biology I	GSC Biology	GSC Spring 2022 (202202)

5. If you know that you want everything from the previous course select “Copy all Components.” It may save you clean up time to click “Select Components” and only copy what you need. If after the content is imported, you realize you forgot something you can initiate another copy and import the omitted content.

What would you like to do?

Copy Components from another Org Unit
[What is an Org Unit?](#)

Course to Copy:
gsc_4016.202001 ✕

Include protected resources

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

6. Select the items you want to copy then click Continue.

Choose Components to Copy

▶ [Show the current course components](#)

Select All Components

- Content** (247 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
- Content Display Settings**
 - Copy all items
- Course Files** (839 item(s))
 - Copy all items
 - Select individual items to copy
- Discussions** (2 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
- Assignments** (29 item(s))
 - Copy all items
 - Select individual items to copy
 - Include associated files
- Grades** (113 item(s))
 - Copy all items
 - Select individual items to copy

7. BE SURE TO SCROLL DOWN and decide whether you want to overwrite existing files with the same name, and **set the date offset**. This will save you a lot of time later. This course was migrated from a semester two years in the past. Click Finish once your information has been entered.

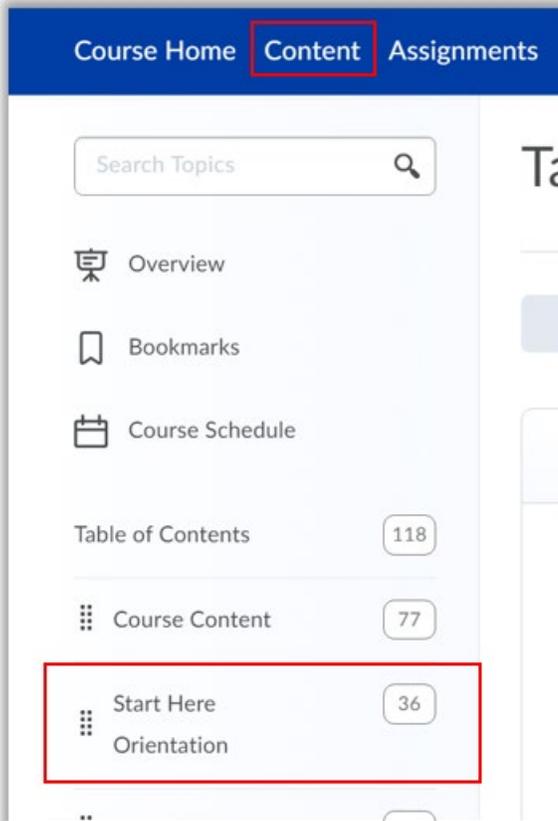
The screenshot shows a configuration dialog box for date offsetting. It has three radio button options: 'Offset all dates of imported components' (checked), 'Offset by direction and range', and 'Calculate range between two dates'. Below these are two date and time pickers. The 'From' picker is set to 8/19/2019 12:50 PM. The 'To' picker is set to 8/16/2021 12:50 PM. At the bottom, a red-bordered box contains the text: 'Dates will be offset forward by 728 day(s).'

8. This will start the copy process.

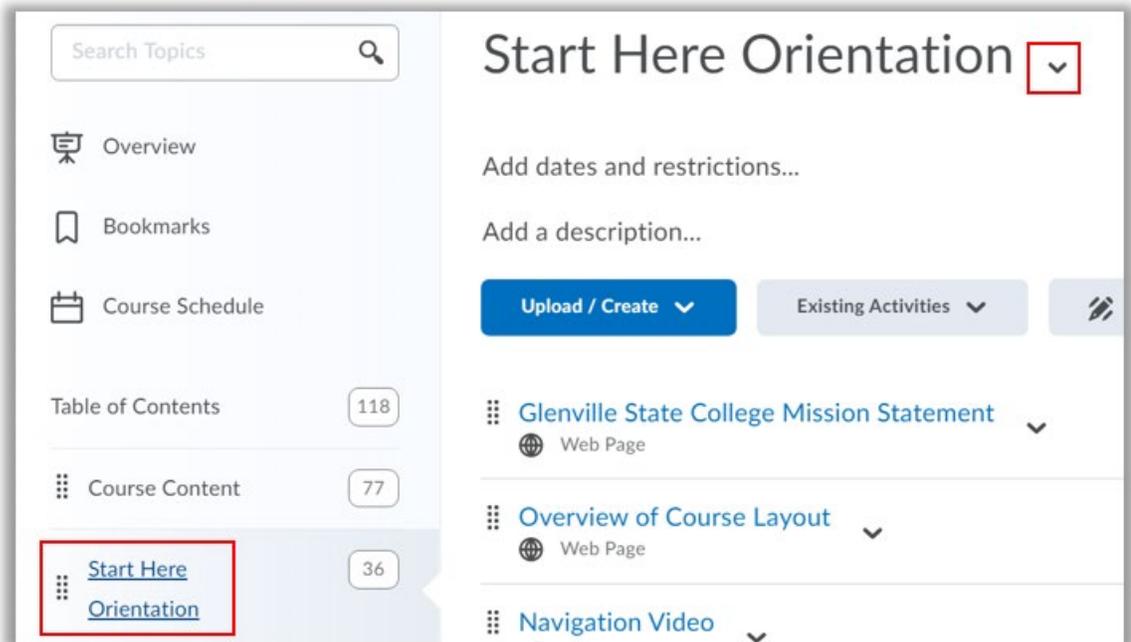
The screenshot shows a page titled 'Copy Course Components History'. It displays the course ID 'gsc_4016.202001' and the start time 'Copy All Components Started: robin.meadows, Wednesday, August 4, 2021 10:30 AM EST'. A progress bar is shown with the text 'The copy is queued, please wait for processing...'. At the bottom, there are three buttons: 'Copy Another Package' (blue), 'View Content' (grey), and 'Review and Manage Dates' (grey).

Clean Up

1. Click “Content” and you may see some things you want to delete. For example, if you wanted to delete the “Introduction to Brightspace or the Start Here Orientation” which contains several items (thankfully you don’t have to delete them all by one by one.)



2. Click “Start Here Orientation” then when the page loads, click the down chevron beside the title:



Glenville State College prepares and inspires students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, state, nation, and world.

3. Click “Delete Module” and opt to Permanently delete and remove all nested modules, etc. then click Delete.

Delete Module

Choose whether to remove from the Content view only or permanently delete from the course.

Remove the module and all nested modules and topics from the Content view only. All associated files and activities in the course will remain.

Permanently delete and remove all nested modules, topics, files and activities from the course.

 All associated files and activities will be deleted from the Content view where the necessary permissions exist. This is irreversible.

Make your course your own, deleted everything that you are not using. Duplicates and unused content are confusing to students.