

IMPORTING SELECTED COMPONENTS (quizzes, content, links etc) FROM OTHER MODULES

FIRST, identify your modules:

- SOURCE module: Identify the module you want to take material from. Take note of module code (go to “Module Tools - Module Admin - Module Information” and copy the details under “Module Code”). It is also useful to have a quick look around the module to see what content is there that you might wish to copy.
- Go to the TARGET module you want to bring material into
- In your TARGET module (the one you want to bring content into) go to “Module Tools – Module Admin – Import/Export/Copy Components”

Click “Search for Offering”

Import/Export/Copy Components

What would you like to do?

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

Module to Copy.

☒ Include protected resources

[View History](#)

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

☒ Include protected resources

[Copy All Components](#) [Select Components](#)

Enter the details of the source module you identified earlier that you wish to take content from.

When you've located your source module, click the radio button to the left of the module and then click "Add Selected". You will get a screen like the below. Click "Select Components" (this is important as it will allow you to choose which items from the source module to copy)


[Help](#) [My Brightspace](#) [Content](#) [Discussions](#) [Classlist](#) [Module Tools](#)

Import/Export/Copy Components

What would you like to do?

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

Module to Copy:

LTTC9140-C_Migrated 

☒ Include protected resources

[View History](#)

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

☒ Include protected resources

[Copy All Components](#) [Select Components](#)

Follow options on screen to select the items you need – they will mostly be under **Content, Quizzes etc.**

You will see something similar to the screenshot below - it will vary depending on the sort of items in your webcourses modules. Just tick the item (or items) you want - making sure in each case to also tick "Select Individual Items to Copy". On later screens you will be given the option to pick specific individual items. Content and Quizzes tend to be the most important - and for Quizzes it is recommended to "Copy All Items"

Choose Components to Copy

- ☐ Show the current module components
- ☐ Select All Components
- ☐ Calendar (8 item(s))
- ☒ Copy all items
 - ☐ Select individual items to copy
- ☐ Content (225 item(s))
- ☒ Copy all items
 - ☐ Select individual items to copy
 - ☒ Include associated files
- ☐ External Learning Tool Links (9 item(s))
- ☒ Copy all items
 - ☐ Select individual items to copy
- ☐ Content Display Settings
- ☒ Copy all items
- ☐ Module Files (274 item(s))
- ☒ Copy all items
 - ☐ Select individual items to copy
- ☐ Discussions (156 item(s))

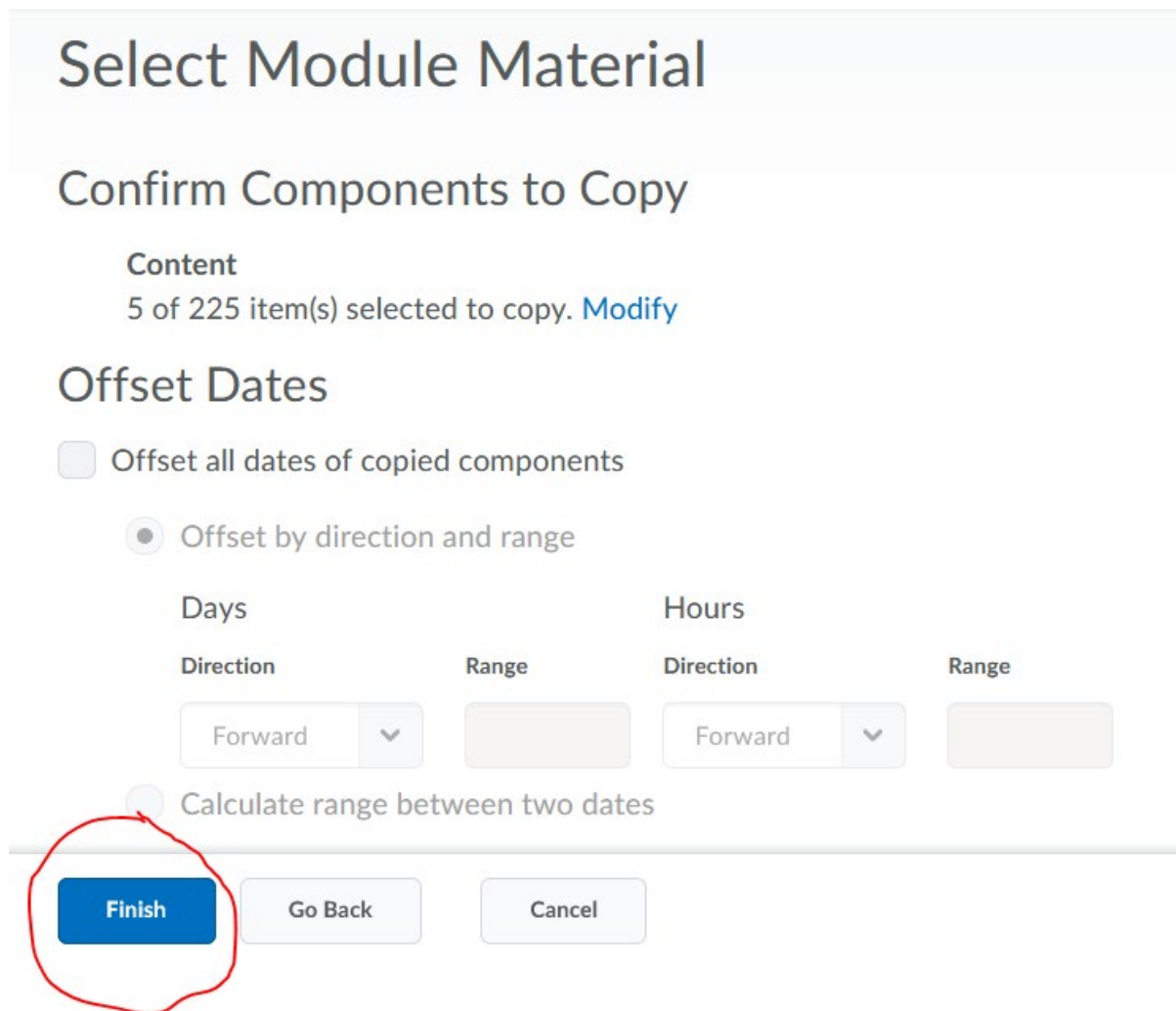
You will be brought through the various screens sequentially and given the opportunity to pick the specific items you wish to copy. Make sure to expand out the very tiny + symbol to see what's in each folder! Or tick "Expand All" "Collapse All"

Select Content Units and Topics

Select Content Units and Topics to Copy

- ☐ Select All
- ☒ Expand All ☐ Collapse All
- ☐ Assignment submission
 - ☐ TELTA Capstone Assignment Submission
 - ☐ Final Submission
 - ☐ Happy St. Valentine's Day!
 - ☐ Learning Contract
 - ☐ Learning Contract Form
 - ☐ Learning from and engaging with assessment and feedback

After working your way through a number of screens you will arrive at:



Select Module Material



Confirm Components to Copy

Content
5 of 225 item(s) selected to copy. [Modify](#)

Offset Dates

☐ Offset all dates of copied components

☒ Offset by direction and range

Days		Hours	
Direction	Range	Direction	Range
Forward 	<input type="text"/>	Forward 	<input type="text"/>

☐ Calculate range between two dates

Finish Go Back Cancel

Click finish - you will get a message on screen saying the "Copy is Queued". When it is completed you will see a green tick.

Your content should now be migrated into your target module.

FOR VIDEO INSTRUCTIONS See - <https://youtu.be/JmrrZ-CJlkl>

FOR MORE INFORMATION & details on training see www.tudublin.ie/brightspace