

Copy Content from Blackboard to Brightspace

Step 1 - From the main navigation links click *Module Tools* and select *Module Admin* from the drop-down options



Step 2 - Select Import / Export / Copy Components

Module Admin	istration	
Category Name		
Tools		
Announcements	Assignments	Attendance
Awards	n Book Management	🛗 Calendar
E Checklists	Class Progress	E Classlist
Competencies	III Content	👳 Discussions
External Learning Tools	Frequently Asked Questions	Glossary
✔ Grades	Groups	Import / Export / Copy Components
Intelligent Agents	👄 Links	🄹 Manage Dates
Manage Files	Nodule Builder	Module Information
Quizzes	Rubrics	Self Assessments

Step 3 - Click Search for Offering

Import/Export/Copy Components





Step 4 - - Enter the Module code or title of the Module you wish to copy *FROM* and click the *Magnifying Glass* icon to search

m	Professional Control C
Edlech 1007	Secure https://uodbrightspacedemu.com/d2l/common/popup/popup/d2l?ou=5741&queryString=ou%.
	Select Course Offering
Content Assessment - Communication - Class Progress	ePortfolio
Import/Export/Copy Compone	ents O Search Results
What would you like to do?	
Copy Components from another Org Unit What is an Org Unit?	
Course to Copy:	
Search for offering	Enter the Module code or title
 Include protected resources 	Click the icon to coarch
View History	Click the icon to search
Copy Components from Parent Template	
 Include protected resources 	
Export Components Stauld Lindude course Files?	
\checkmark Include course files in the export package	Add Selected Close
Import Components	

Step 5 - Ensure the radio button for the Module you wish to copy from is selected and click Add Selected

EdToch 1007	Select	Course Offering - Google Chron	ne		
Ediecii 1007	Security	e https://uod.brightspace	demo.com/d2l/commo	ev/popup/popup.d2i?ou=67418	StqueryString=ou8
	Select (Course Offering			
Content Assessment - Communication - Class Progress ePo	rtfolio	0	Show Soorch C	Intions	
	1032	<i>v</i>	Show search c	puons	
Import/Export/Copy Component	ts 1 Se	arch Result Clea	ar Search		
What would you like to do?					
· · · · · · · · · · · · · · · · · · ·		Offering Code 🔺	Offering Name	Department	Semester
 Copy Components from another Org Unit What is an Org Unit? 	-				
Course to Conv.	۲	edtech2018-32	EdTech 1032	UCD Staff Sandbox	
Search for offering				20 per pa	go ¥
 Include protected resources 					
View History		Se	elect th	e Module	
View History Copy Components from Parent Template What is a Parent Template?		Se yo	elect th	e Module to copy	
View History Copy Components from Parent Template What is a Parent Template? Include protected resources		Se yo co	elect th ou wish ontent f	e Module to copy rom	5
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View History Copy Components from Parent Template What is a Parent Template? Include protected resources Export Components Shuddl Hindude course files Include course files in the export package Import Components	Add	Sector Selected	elect the u wish	e Module to copy rom	

Step 6 - Click *Select Components*

Import/Export/Copy Compone	ents	P Help
What would you like to do?		
Copy Components from another Org Unit What is an Org Unit?		
Course to Copy:		
EdTech 1032 🗙		
Include protected resources		
View History		
Copy Components from Parent Template What is a Parent Template?		
 Include protected resources 		
Export Components	011	
Should Linclude course files?	Click	
 Include course files in the export package 	Select Components	
Import Components		
Copy All Components Select Components		



Step 7 - Select *Content* from the list of components. Ensure that *Select individual items to copy* and *Include Associated Files* is selected



Step 8 - These items reflect your Module setup in Blackboard, select the folder that contains the content you wish to copy into Brightspace

Select Content Modules and Topics to Copy
Select All Expand All Collapse All Course Content Downloads Polls Project Management Lifecycle Recorded Lectures Start Here

Expanding the folder will allow you to select individual files to copy. Click *Continue*





Select Cours	e Materia	al				
Confirm Compor	ents to Cop	ру				
Content 25 of 48 item(s) selec	ted to copy. Modif	fy				
Offset Dates						
Offset all dates of cop	ied components					
 Offset by direction 	on and range					
Days	1	Hours				
Direction	Range I	Direction	Range			
Forward 🗸		Forward 🗸				
Calculate range t	etween two dates					
Finish Go Back	Cancel					

Step 10 - The copied components will now process. A green check indicates that process is compete. Click *View Content*

Copy Course Components His	tory
EdTech 1032 Copy Selected Components Started: emcdonal, Friday, 3 Augus BST	t, 2018 4:31 PM Copying in progress
EdTech 1032 Copy All Components Started: emcdonal, Friday, 3 August, 201	8 4:27 PM BST Copy Completed: 03.08.20 PM
Green	n check indicates
Сору	Completed

Your content will appear My Learning > Learning Materials and Assessment

	P	Table of Contents ~	🖨 Print 🛛 🏚 Settings
Overview Overview Bookmarks Course Schedule		Import Course 🗸 🎉 Bulk Edit Related Tools 🗸	Expand All Collapse All
Table of Contents	23	Upload / Create V Existing Activities V	
≡ Unit 2 ≡ Unit 3		Drag and drop files here to create and update to	pics
≡ Unit 4		∃ Unit 2	•
 Course Content Add a module 	23	Uplead / Create Existing Activities Drag and drop files here to create and update to	pics