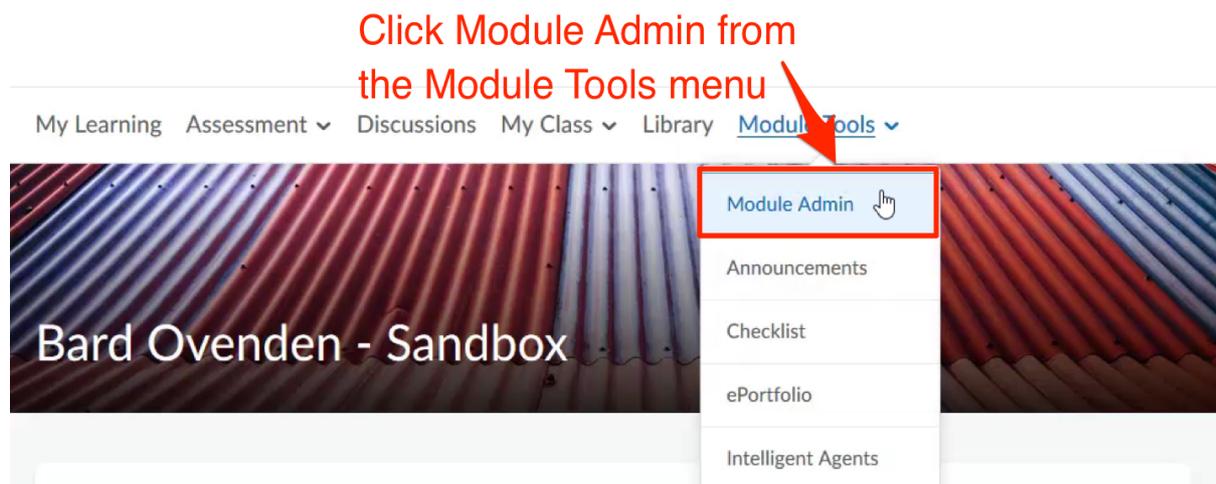


Copying Content in Brightspace

Module content from Blackboard will be copied in its entirety to a holding module on Brightspace. The holding module will have the designation, *_mig*, in the title of the module. By using the holding module you can select the content that you wish to import into your live teaching module.

Copying Content from the Migrated Module

Click *Module Tools* > *Module Admin* from the main menu



Click *Import / Export / Copy Components*



Click *Search for offering*

Import/Export/Copy Components Help

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Module to Copy:

Search for offering

Include protected resources

Click Search for offering

Search for the migrated module to copy from - all migrated modules have the *mig* suffix appended to the module code. Click the *Search* icon.

Select Module

Search for the migrated module

Show Search Options

You must perform a search.

Click the Search icon

Select the module to copy content from and click *Add Selected*

| | Offering Code ▲ | Offering Name | Department | Semester |
|----------------------------------|-----------------|-------------------------------------|-----------------|----------|
| <input checked="" type="radio"/> | ACC2002L_mig | Financial & Mgt Accounting Migrated | Migration Pilot | MIG2018 |
| <input type="radio"/> | BMGT2001L_mig | Managing Change Migrated | Migration Pilot | MIG2018 |
| <input type="radio"/> | BMGT2002L_mig | International Business Migrated | Migration Pilot | MIG2018 |

Add Selected

Close

Select the migrated module

Click Add Selected

Click *Select Components* (it is important to select this option)

What would you like to do?

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

Module to Copy:
Financial & Mgt Accounting Migrated X

Include protected resources

[View History](#)

Select *Content* and *Individual items to copy*. Click *Continue*.

▷ [Show the current module components](#)

Select All Components
 Content (28 item(s))

Copy all items
 Select individual items to copy

Include associated files

Content Display Settings
 Copy all items

Module Files (26 item(s))
 Copy all items
 Select individual items to copy

Discussions (1 item(s))
 Copy all items
 Select individual items to copy

Select content items to copy from your migrated Blackboard module to your current module in Brightspace. Click *Continue*.

Select Content Units and Topics to Copy

Select All
[Expand All](#) [Collapse All](#)

- Assessment
- Class Slides
 - BSc21 - FMA Question Pack (Solutions)
 - BSc21 Financial & Management Accounting (Powerpoint Slides) (Ming Yen Tan)
- Module Information
 - Module Co-Ordinator Details - BSc19
 - Welcome Message
- Study Guide

Continue Go Back Cancel

Annotations:
Red arrow points to 'Assessment' with text: **Select individual items to import**
Red arrow points to 'Continue' button with text: **Click Continue**

Click *Finish*.

Offset Dates

Offset all dates of copied components

Offset by direction and range

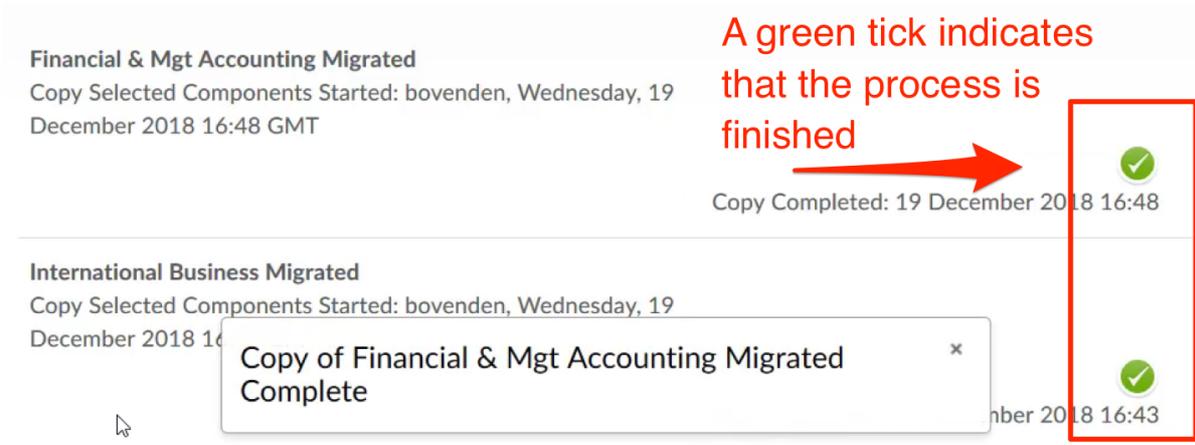
| Days | | Hours | |
|-----------|-------|-----------|-------|
| Direction | Range | Direction | Range |
| Forward | | Forward | |

Calculate range between two dates

Finish Go Back Cancel

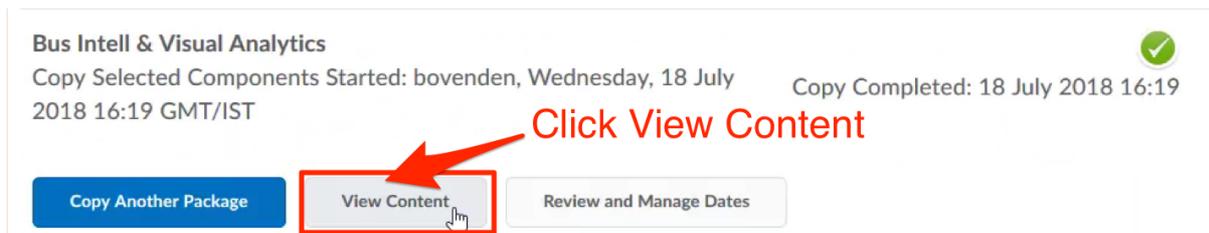
Annotation:
Red arrow points to 'Finish' button with text: **Click Finish**

A green check will indicate when the process has completed.



The screenshot shows two migration entries. The first entry, 'Financial & Mgt Accounting Migrated', has a green checkmark in a red box on the right, with an arrow pointing to it from the text 'A green tick indicates that the process is finished'. Below this entry is a notification box that says 'Copy of Financial & Mgt Accounting Migrated Complete'. The second entry, 'International Business Migrated', also has a green checkmark in a red box on the right.

Click *View Content*.



The screenshot shows a migration entry for 'Bus Intell & Visual Analytics' with a green checkmark in the top right corner. Below the entry are three buttons: 'Copy Another Package', 'View Content', and 'Review and Manage Dates'. The 'View Content' button is highlighted with a red box and an arrow pointing to it from the text 'Click View Content'.

Your copied content will appear in the *My Learning* section of your Brightspace Module