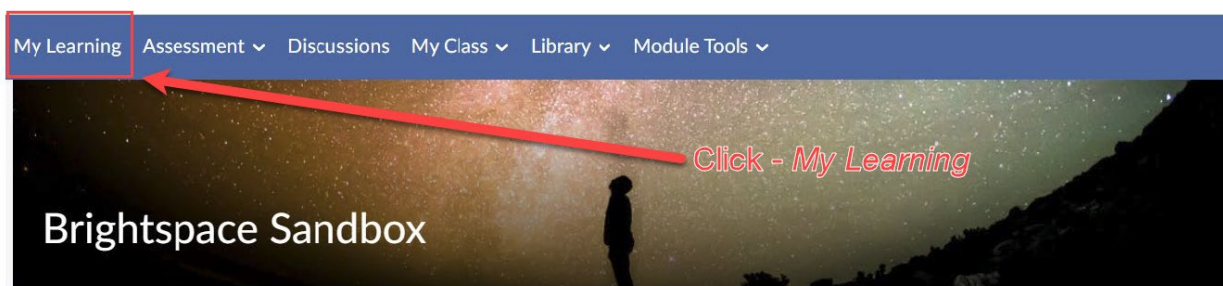


Copying Content in Brightspace

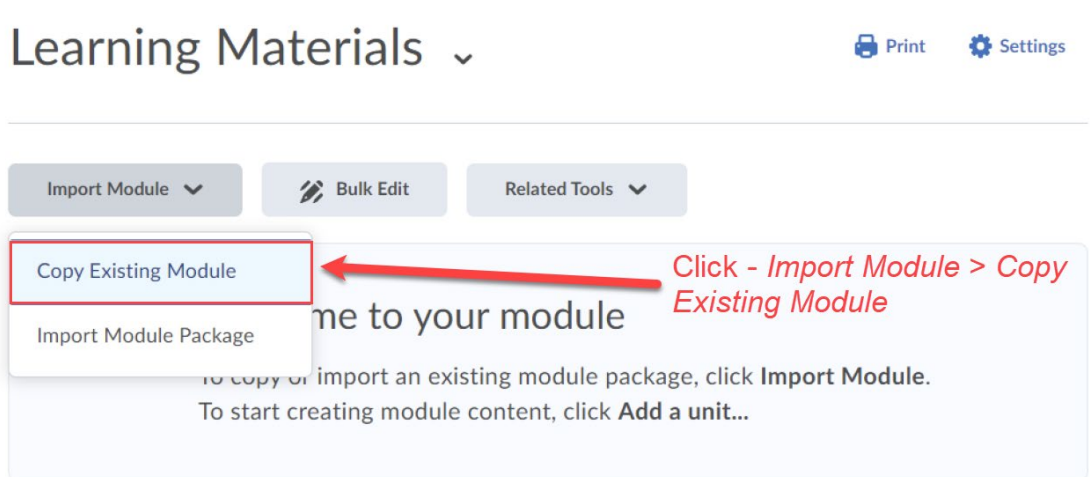
In Brightspace, new modules are created for each trimester that the module is taught. Modules from trimesters in previous academic years are also available to module coordinators on the system. Brightspace has the facility to copy content directly from a previous module into the current live module. Content developed and tested in a sandbox module or related module can also be copied over.

As an example, if you want to copy content from module delivered in a previous academic year to the new module that has been created for the current trimester, then navigate to the current module and begin the copying process.

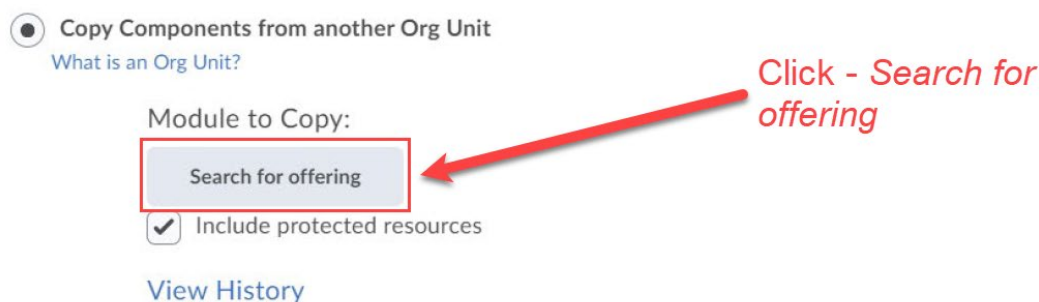
Step 1 - Click *My Learning* from the main menu.



Step 2 - Click *Import Module* and select *Copy Existing Module*.



Step 3 - With *Copy Components from another Org Unit* selected, click *Search for offering*.



Step 4 - Enter the module code that contains the content you want to copy and click *Search*.

Select Module

Show Search Options
Click - Search

Offering Code	Offering Name
You must perform a search.	

Enter the module code of the content you want to copy from

Step 5 - Select the former module that contains the content you want to copy.

Click *Add Selected*.

Select Module

Show Search Options
Select the former module offering

	Offering Code	Offering Name	Department
<input checked="" type="radio"/>	FIN20050-2020-AUT	FIN20050-Corporate Finance-2020/21 Autumn	School of Business
<input type="radio"/>	FIN20050-2020-SPR	FIN20050-Corporate Finance-2020/21 Spring	School of Business

Click - Add Selected

Step 6 - Click *Select Components*.

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:
 FIN20050-Corporate Finance-2020/21 Autumn ×

Include protected resources

[View History](#)

Click - Select Components

Step 7 - You can retain the content structure of the previous module by selecting Content Units and including all content items housed within.

- Tick *Content* - this selects the Content Units of the former module.
- Click *Select individual items to copy* - this lets you choose which Content Units you want to copy.
- Ensure *Include associated files* is checked this will copy all content items contained within the Content Units.
- Click *Continue*

Choose Components to Copy

▶ Show the current module components

Select All Components

Content (73 item(s))

Copy all items

Select individual items to copy

Include associated files

Learning Tool Links (10 item(s))

Select - Content

Click - Select individual items to copy and ensure Include associated files is checked

Click - Continue

Step 8 - Selecting the Content Unit title will copy all of the content items housed within.

This keeps the structure of the previous module intact.

Select Content Units and Topics to Copy

Select All

Expand All Collapse All

Assessment

Course Materials

Agency Problems

Analysis and Planning

Corporate Financing

Does Debt Policy Matter?

Efficient Markets

Financing and Valuation

How Much Borrowing?

New Securities

Payout Policy

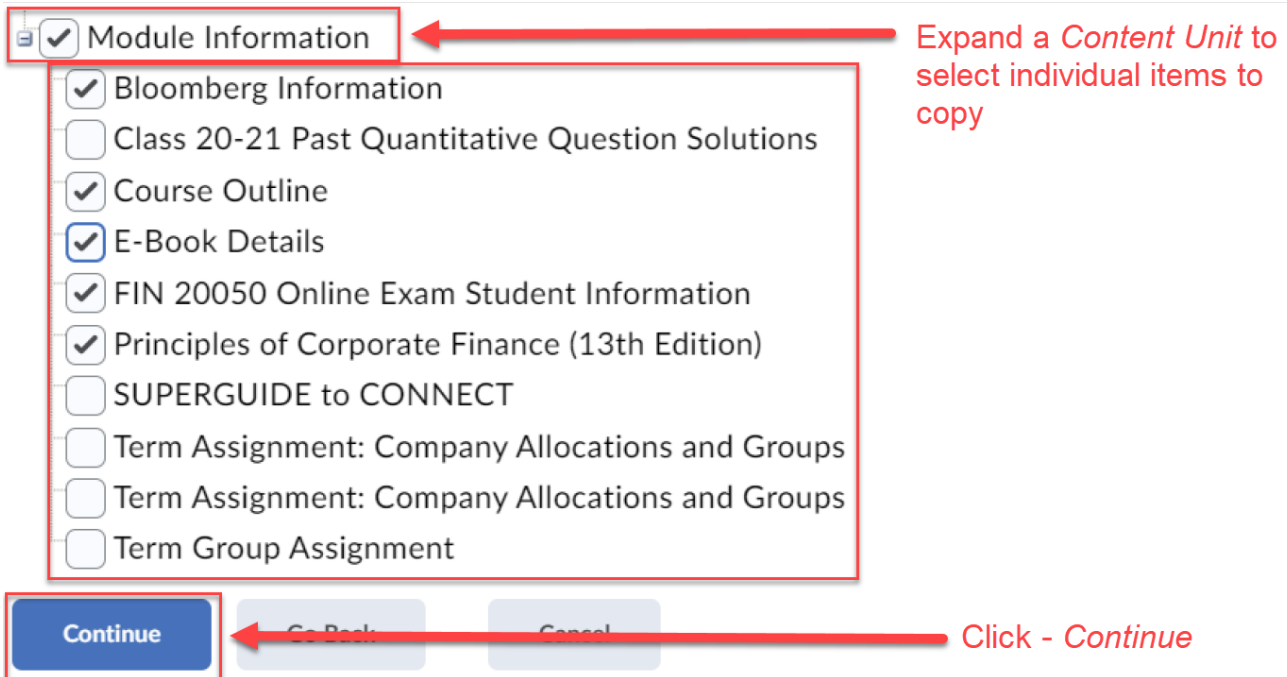
Project Analysis

Module Information

Select the holding *Content Unit* to copy all items contained within

Or expand the Content Unit title to select individual content items.

Click *Continue*.



Expand a *Content Unit* to select individual items to copy

- Module Information
- Bloomberg Information
- Class 20-21 Past Quantitative Question Solutions
- Course Outline
- E-Book Details
- FIN 20050 Online Exam Student Information
- Principles of Corporate Finance (13th Edition)
- SUPERGUIDE to CONNECT
- Term Assignment: Company Allocations and Groups
- Term Assignment: Company Allocations and Groups
- Term Group Assignment

Click - *Continue*

Step 9 - Review content to be copied by clicking *Modify*.

Adjust the start and end dates on module content using Offset Dates

Click *Finish* to begin the transfer process.

Confirm Components to Copy

Content
67 of 73 item(s) selected to copy [Modify](#)

Review and edit content to be copied by clicking *Modify*

Offset Dates

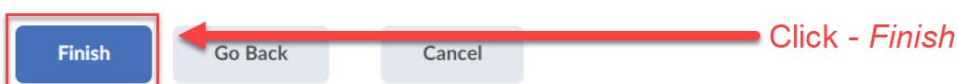
Offset all dates of copied components

Offset by direction and range

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

Calculate range between two dates

Adjust content *Start* and *End* dates by clicking *Offset dates*



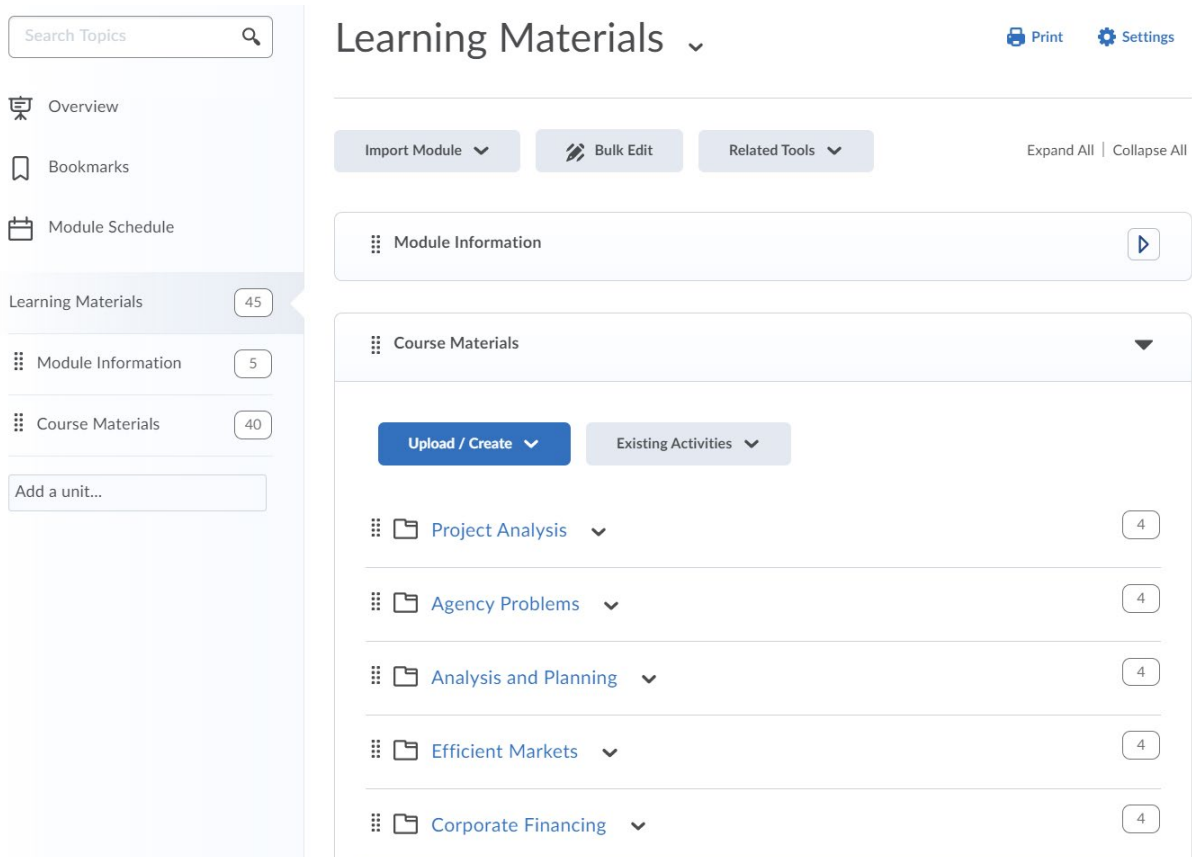
Click - *Finish*

Step 10 - A green tick will indicate the process has finished.



Copy Completed: 08 February 2021 20:56

Module content has transferred successfully and is available in the current module.



The screenshot displays the 'Learning Materials' interface. On the left is a sidebar with a search bar and navigation options: Overview, Bookmarks, Module Schedule, Learning Materials (45), Module Information (5), and Course Materials (40). Below these is an 'Add a unit...' input field. The main content area is titled 'Learning Materials' and includes 'Print' and 'Settings' icons. It features a toolbar with 'Import Module', 'Bulk Edit', and 'Related Tools' buttons, along with 'Expand All' and 'Collapse All' links. The content is organized into sections: 'Module Information' and 'Course Materials'. The 'Course Materials' section contains a list of items: 'Project Analysis', 'Agency Problems', 'Analysis and Planning', 'Efficient Markets', and 'Corporate Financing', each with a dropdown arrow and a '4' in a circle to its right. Above this list are 'Upload / Create' and 'Existing Activities' buttons.