**Business eLearning**
**UCD College of Business**

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.
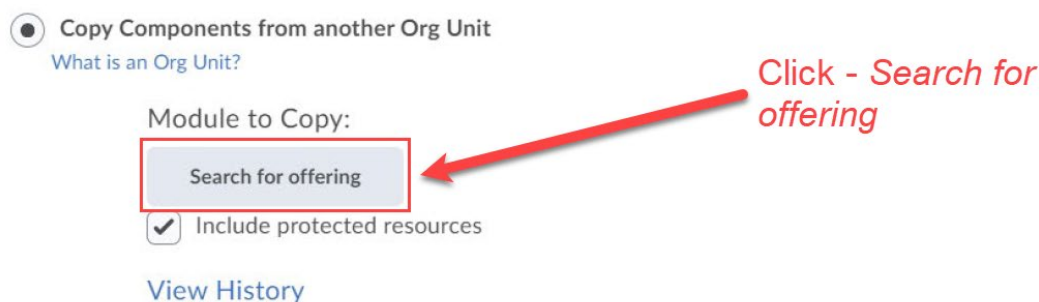
Step 1 - Click *My Learning* from the main menu.
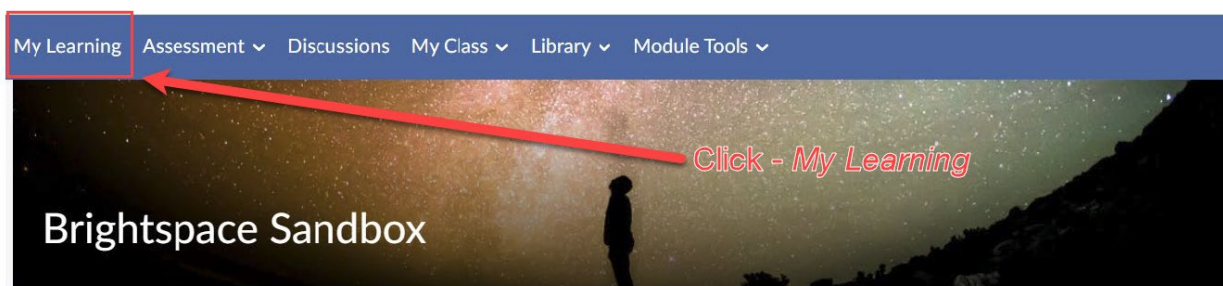
Step 2 - Click *Import Module* and select *Copy Existing Module.*
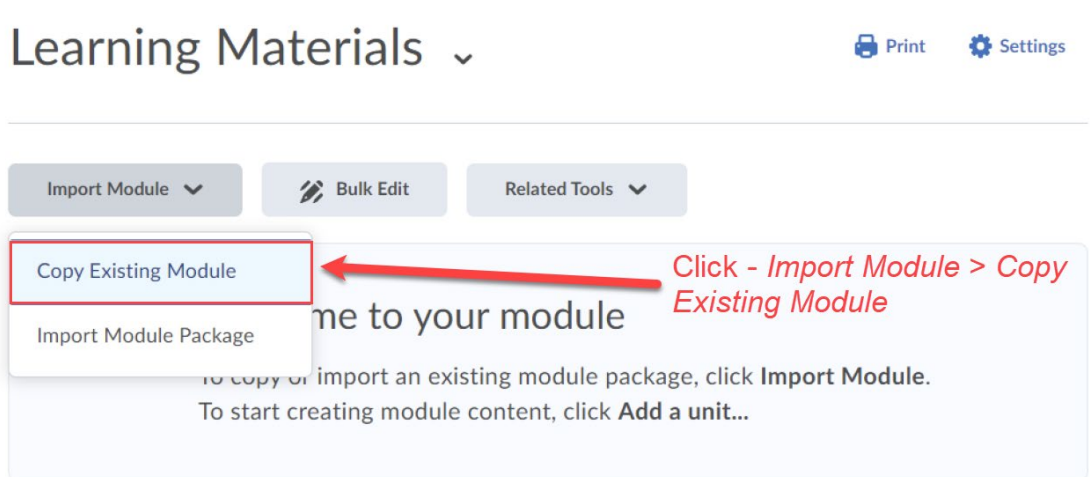
Step 3 - With *Copy Components from another Org Unit* selected, click *Search for offering.*

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

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

Click *Add Selected*.

Step 6 - 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))   *Select - Content*

○ Copy all items

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

☑ Include associated files

Continue   Go Back   Cancel   *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.
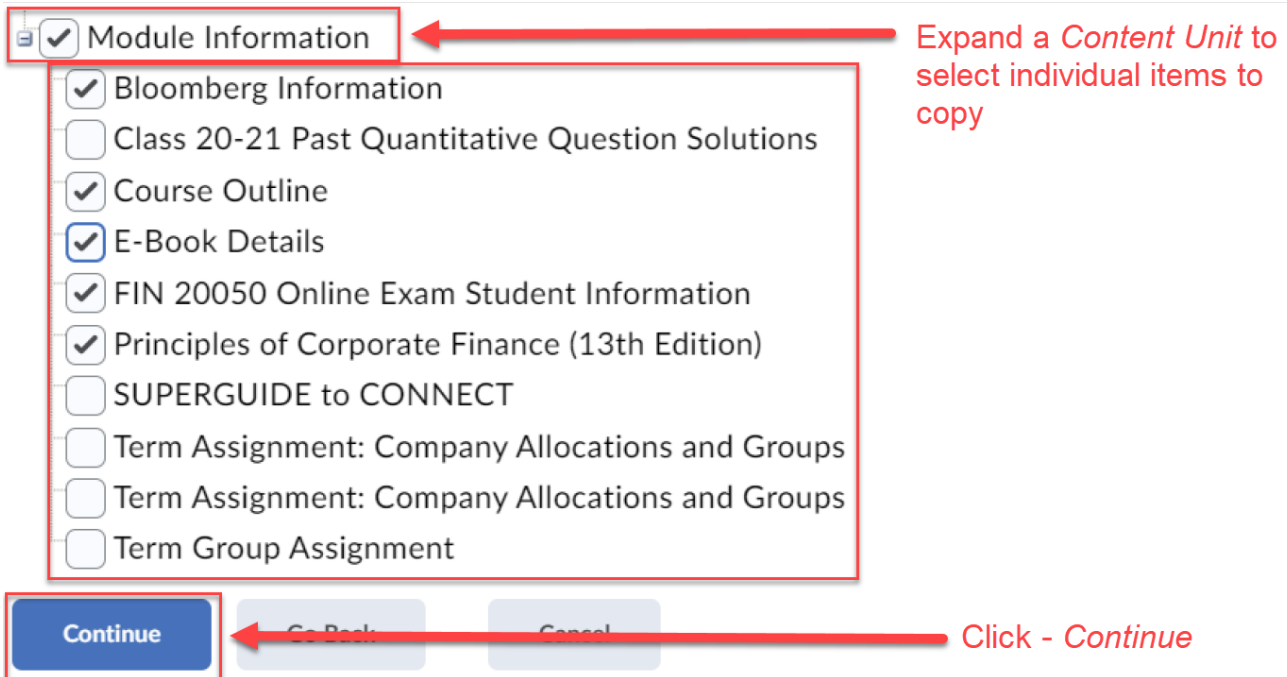
Or expand the Content Unit title to select individual content items.

Click *Continue.*

Module Information — Expand a *Content Unit* to select individual items to copy

☑ 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

Continue — 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*
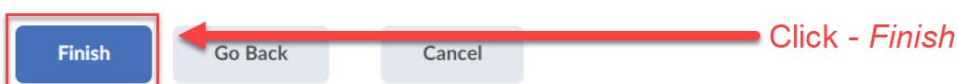
Offset Dates

☐ Offset all dates of copied components — Adjust content *Start* and *End* dates by clicking *Offset dates*

  ◉ Offset by direction and range

Days		Hours	
Direction	Range	Direction	Range
Forward		Forward	

  ○ Calculate range between two dates

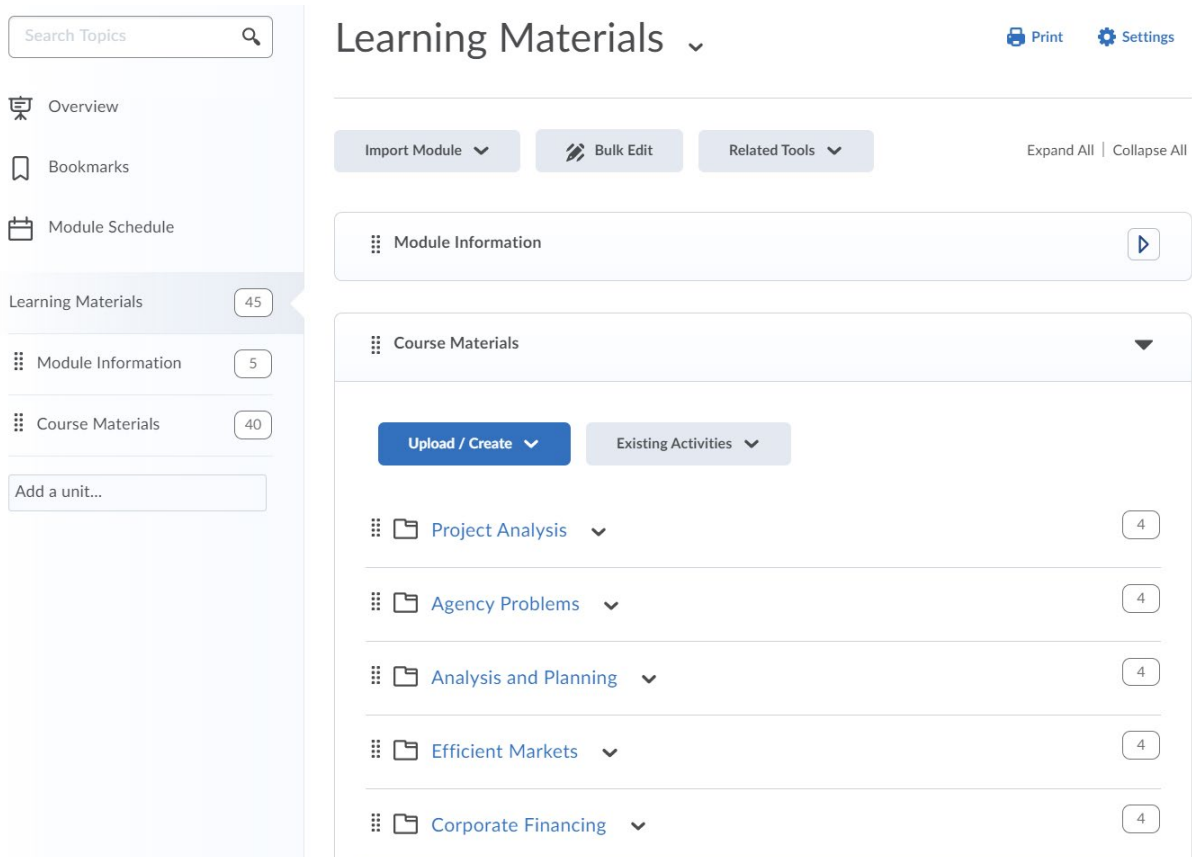**Finish**   Go Back   Cancel — Click - *Finish*

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.