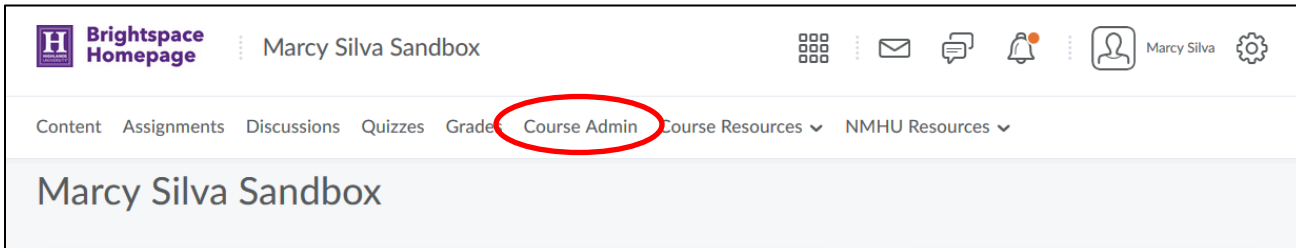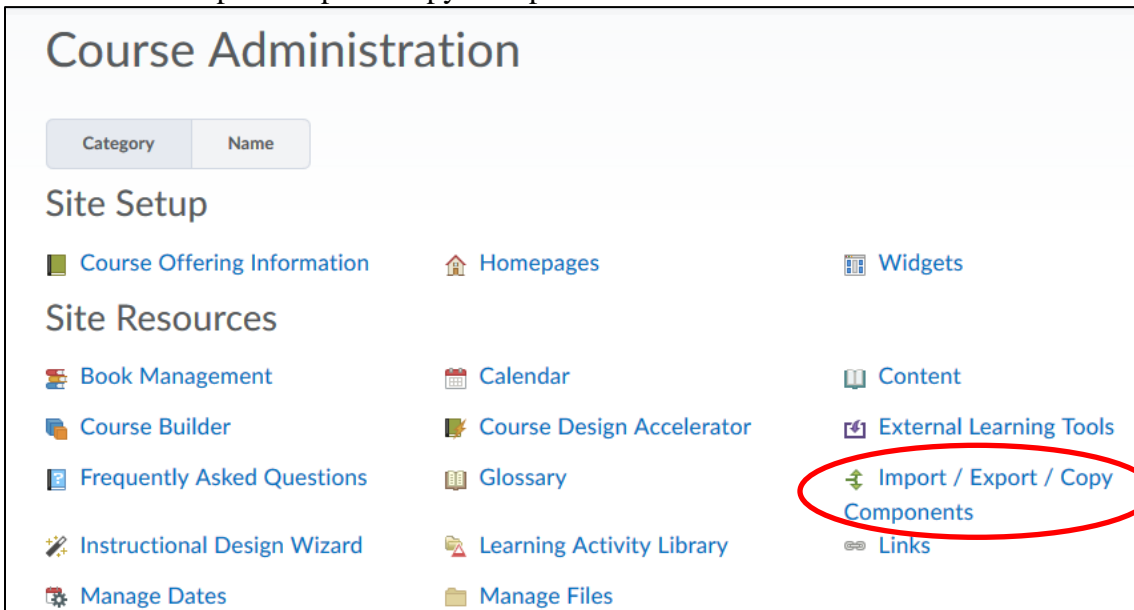# How to Roll Over Course Content

Use these instructions to copy content over from a previous course or sandbox. Please be sure to update content after rollover. For example: due dates, syllabus, and ZOOM link.
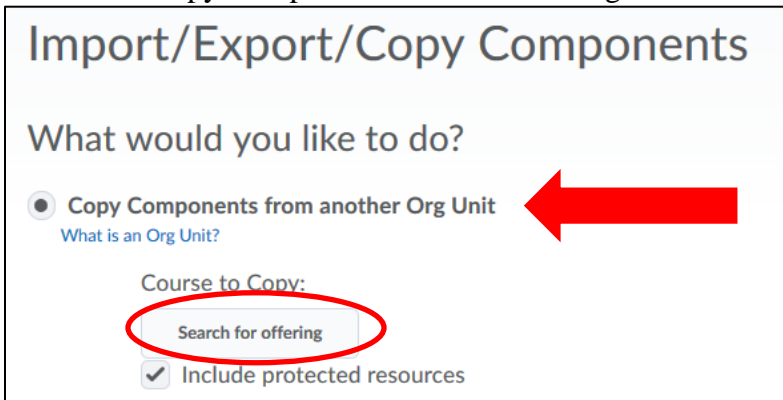
1. Log in to Brightspace.
2. Select the course that you want content moved to.
3. Click on Course Admin
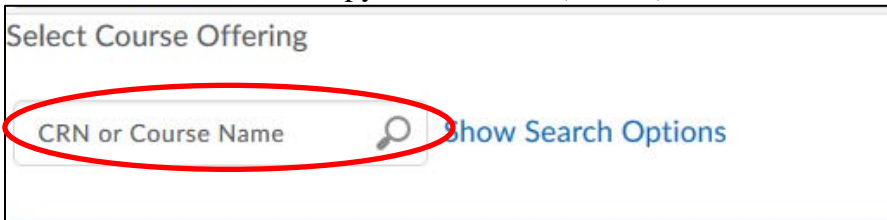

4. Click on "Import/ Export/ Copy Components"

5. Select "Copy Components from another Org Unit" then click on "Search for Offering"

Select "Copy Components from another Org Unit"
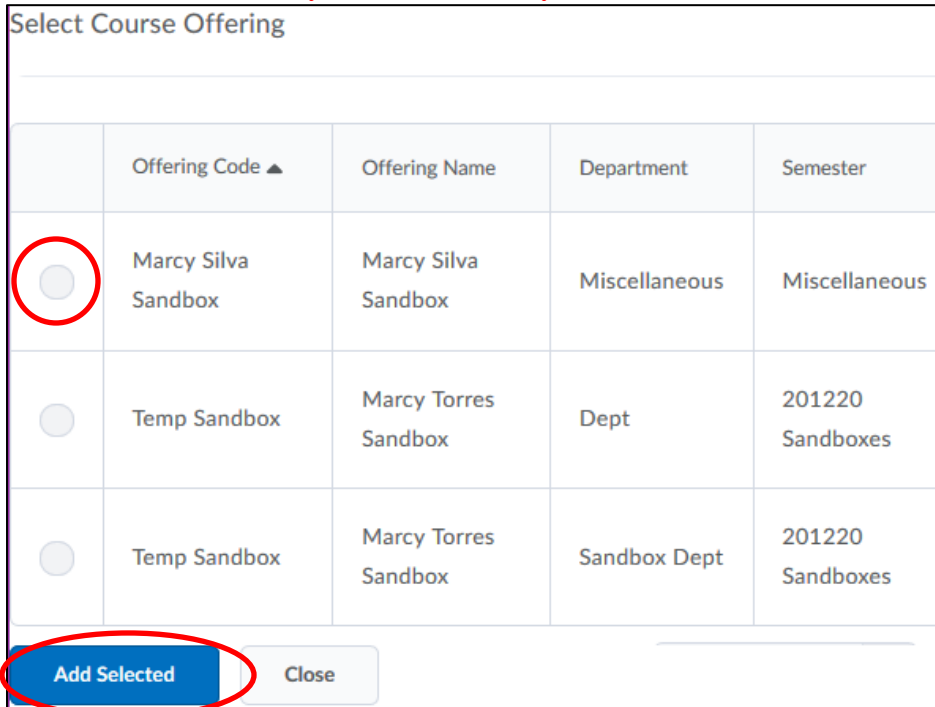
Click on "Search for Offering"

6. Search for course to copy content from (Source). NOTE: You can search by CRN, or Course Name

Select Course Offering

CRN or Course Name 🔍 **Show Search Options**

Search for course to copy content from.

7. Select the course you would like to copy and Click on "Add Selected"
NOTE: You will only see courses that you are marked as an instructor.

Select Course Offering

	Offering Code ▲	Offering Name	Department	Semester
○	Marcy Silva Sandbox	Marcy Silva Sandbox	Miscellaneous	Miscellaneous
○	Temp Sandbox	Marcy Torres Sandbox	Dept	201220 Sandboxes
○	Temp Sandbox	Marcy Torres Sandbox	Sandbox Dept	201220 Sandboxes

Add Selected   **Close**

Select the course you would like to copy.

Click on "Add Selected".

8. Once you have selected a course to copy. Click on "Select Components".
It is not recommended that you copy all Components.

Import/Export/Copy Components

What would you like to do?

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

Course to Copy:

Temporary Sandbox ✕
☑ Include protected resources

○ Copy Components from Parent Template
What is a Parent Template?

☑ Include protected resources

Copy All Components   **Select Components**

Click on "Select Components".

It is not recommended that you copy all Components.

9. Select content you want to copy. Once you have selected course components click on "Continue". It is not recommended that you copy all Components.

Copy Course Components

Choose Components to Copy

▷ Show the current course components

☐ Select All Components

✓ **Calendar** (7 item(s))
 ● Copy all items
 ○ Select individual items to copy

✓ **Checklists** (8 item(s))
 ● Copy all items
 ○ Select individual items to copy

✓ **Content** (90 item(s))
 ● Copy all items
 ○ Select individual items to copy
 ✓ Include associated files

✓ **Content Display Settings**
 ● Copy all items

✓ **Course Files** (190 item(s))
 ● Copy all items
 ○ Select individual items to copy

✓ **Discussions** (9 item(s))
 ● Copy all items
 ○ Select individual items to copy

[Continue] [Go Back] [Cancel]

✓ **Discussions** (9 item(s))
 ● Copy all items
 ○ Select individual items to copy
 ✓ Include associated files

✓ **Assignments** (4 item(s))
 ● Copy all items
 ○ Select individual items to copy
 ✓ Include associated files

✓ **Grades** (9 item(s))
 ● Copy all items
 ○ Select individual items to copy

✓ **Grades Settings**
 ● Copy all items

☐ **Groups** (3 item(s))
 ● Copy all items
 ○ Select individual items to copy

✓ **Homepages** (2 item(s))
 ● Copy all items
 ○ Select individual items to copy

✓ **Announcements** (16 item(s))
 ● Copy all items
 ○ Select individual items to copy
 ✓ Include associated files

✓ **Release Conditions**
 ● Copy all items

✓ **Rubrics** (2 item(s))

[Continue] [Go Back] [Cancel]

It is not recommended that you copy "Groups".

10. Confirm components to copy, then select Finish.

Select Course Material

Confirm Components to Copy

Calendar Events
Copy all items. Modify

Checklists
Copy all items. Modify

Content
90 of 90 item(s) selected to copy. Modify

Content Display Settings
Copy all items. Modify

Course Files
Copy all items. Modify

Discussions
Copy all items. Modify

Assignments
Copy all items. Modify

Grades Items/Categories
Copy all items. Modify

Grades Settings
Copy all items. Modify

Homepages

[Finish] [Go Back] [Cancel]

11. You will see copy is in progress. Do not leave this page until copy is complete.

12. Once copy is complete, click on "View Content".

13. Be sure to update content. For Example, Syllabus, Dates, Restrictions and Due Dates.

NOTE: If you copied a ZOOM link, delete link that copied over and create a new one. Please see instructions to create new ZOOM link.