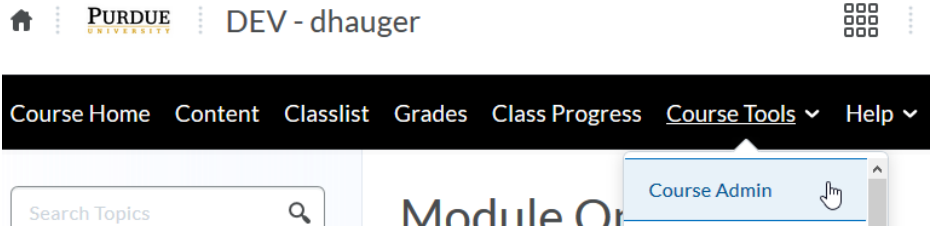

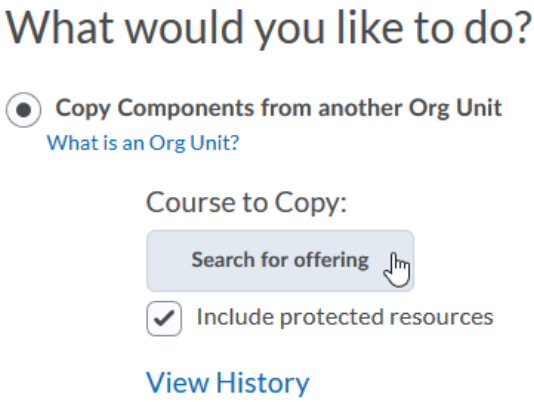
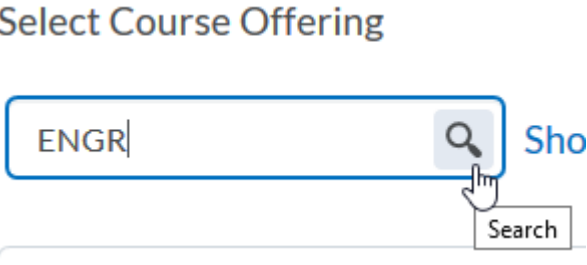
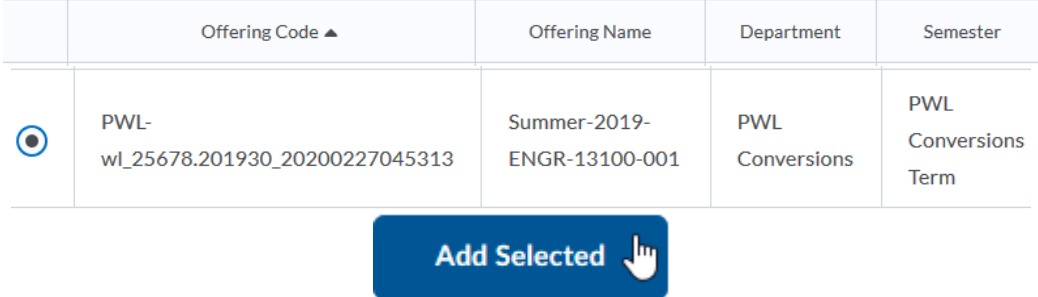

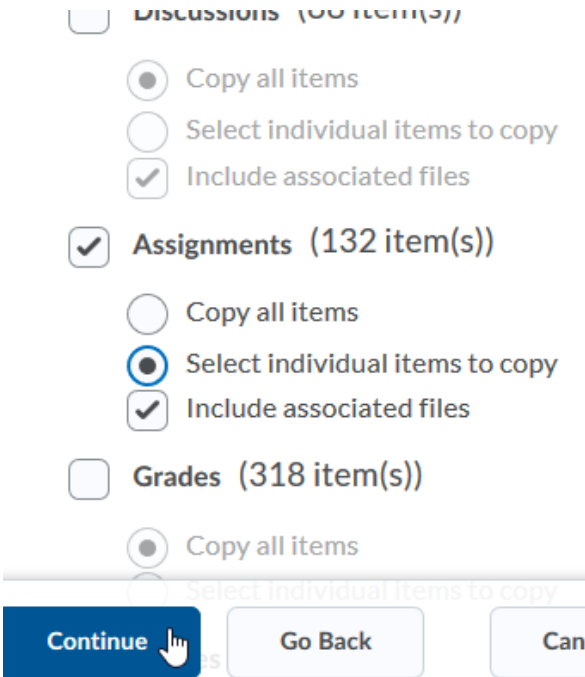
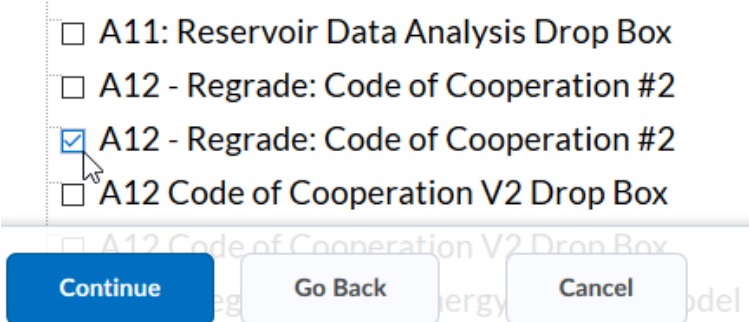











# Copying Items from one Shell to Another

[https://documentation.brightspace.com/EN/le/course\\_administration/instructor/copy\\_course\\_components.htm](https://documentation.brightspace.com/EN/le/course_administration/instructor/copy_course_components.htm)

1.	Go into the shell where you want to have the item copied to											
2.	 <p>The screenshot shows the top navigation bar of a Brightspace course shell. The breadcrumb trail is 'PURDUE UNIVERSITY &gt; DEV - dhauger'. The main navigation menu includes 'Course Home', 'Content', 'Classlist', 'Grades', 'Class Progress', 'Course Tools', and 'Help'. The 'Course Tools' dropdown menu is open, showing 'Course Admin' as an option.</p>	Course Tools > Course Admin										
3.	 <p>The screenshot shows a blue link with a double-headed arrow icon: 'Import / Export / Copy Components'. A hand cursor is pointing at the link.</p>	Import / Export / Copy Components										
4.	 <p>The screenshot shows a dialog box titled 'What would you like to do?'. The 'Copy Components from another Org Unit' option is selected. Below this, there is a 'Course to Copy:' section with a 'Search for offering' button and a checked checkbox for 'Include protected resources'. A 'View History' link is also visible.</p>	Copy Components from another Org Unit > Search for offering										
5.	 <p>The screenshot shows a search box titled 'Select Course Offering'. The text 'ENGR' is entered in the search box. A magnifying glass icon and the text 'Show Search' are visible next to the search box.</p>	Search for the course you want										
6.	 <p>The screenshot shows a table of course offerings. The first row is selected with a radio button. Below the table is a blue 'Add Selected' button.</p> <table border="1" data-bbox="186 1648 1218 1858"> <thead> <tr> <th></th> <th>Offering Code ▲</th> <th>Offering Name</th> <th>Department</th> <th>Semester</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>PWL-wl_25678.201930_20200227045313</td> <td>Summer-2019-ENGR-13100-001</td> <td>PWL Conversions</td> <td>PWL Conversions Term</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Add Selected</b></p>		Offering Code ▲	Offering Name	Department	Semester	<input checked="" type="radio"/>	PWL-wl_25678.201930_20200227045313	Summer-2019-ENGR-13100-001	PWL Conversions	PWL Conversions Term	Select the course you want
	Offering Code ▲	Offering Name	Department	Semester								
<input checked="" type="radio"/>	PWL-wl_25678.201930_20200227045313	Summer-2019-ENGR-13100-001	PWL Conversions	PWL Conversions Term								

7.		Depends on what you want
8.		Select what you want
9.		Select what you want

10.	<h2>Select Course Material</h2> <h3>Confirm Components to Copy</h3> <p><b>Assignments</b> 1 of 132 item(s) selected to copy. <a href="#">Modify</a></p> <h3>Offset Dates</h3> <p><input type="checkbox"/> Offset all dates of copied components</p> <p><input checked="" type="radio"/> Offset by direction and range</p> <p>Days: <input type="text"/> Hours: <input type="text"/></p> <p>Direction: <input type="text" value="Forward"/> Range: <input type="text"/> Direction: <input type="text" value="Forward"/> Range: <input type="text"/></p> <p><input type="radio"/> Calculate range between two dates</p> <p><a href="#">Finish</a> <a href="#">Go Back</a> <a href="#">Cancel</a></p>	<p>Just do it, or, if you would like to shift dates for the copy, select them.</p> <p><b>This could potentially save a lot of time for different sections!</b></p>
11.	<p><b>Summer-2019-ENGR-13100-001</b> Copy Selected Components Started: dhauger, Tuesday, March 10, 2020 7:43 PM EDT</p> <p style="text-align: right;"></p> <p style="text-align: center;">The copy is queued, please wait for processing...</p>	<p>You can track the progress, similar to Blackboard</p>
12.	<p><b>Summer-2019-ENGR-13100-001</b> Copy Selected Components Started: dhauger, Tuesday, March 10, 2020 7:43 PM EDT</p> <p style="text-align: right;"></p> <p style="text-align: center;">Copy Completed: Mar 10, 2020 7:43 PM</p>	<p>You will see when it is done.</p>
13.	<p style="text-align: center;"><a href="#">View Content</a> </p>	<p>Jump to the content to inspect it. Note: If it is quiz or similar, you must "deploy" it to make it available for students.</p>
14.	<p style="text-align: center;">original times:</p> <p> Due Jul 23, 2019 4:30 AM  Starts Jul 22, 2019 4:30 AM  Ends Jul 23, 2019 4:30 AM</p> <p style="text-align: center;">new times:</p> <p> Due July 22 at 6:30 AM  Starts Jul 21, 2020 6:30 AM  Ends Jul 22, 2020 6:30 AM</p>	<p>If you selected to shift dates - this works (shifted by 365 days and 2h)</p>