

Instructions for Importing Content from one Desire2Learn Course Site to Another

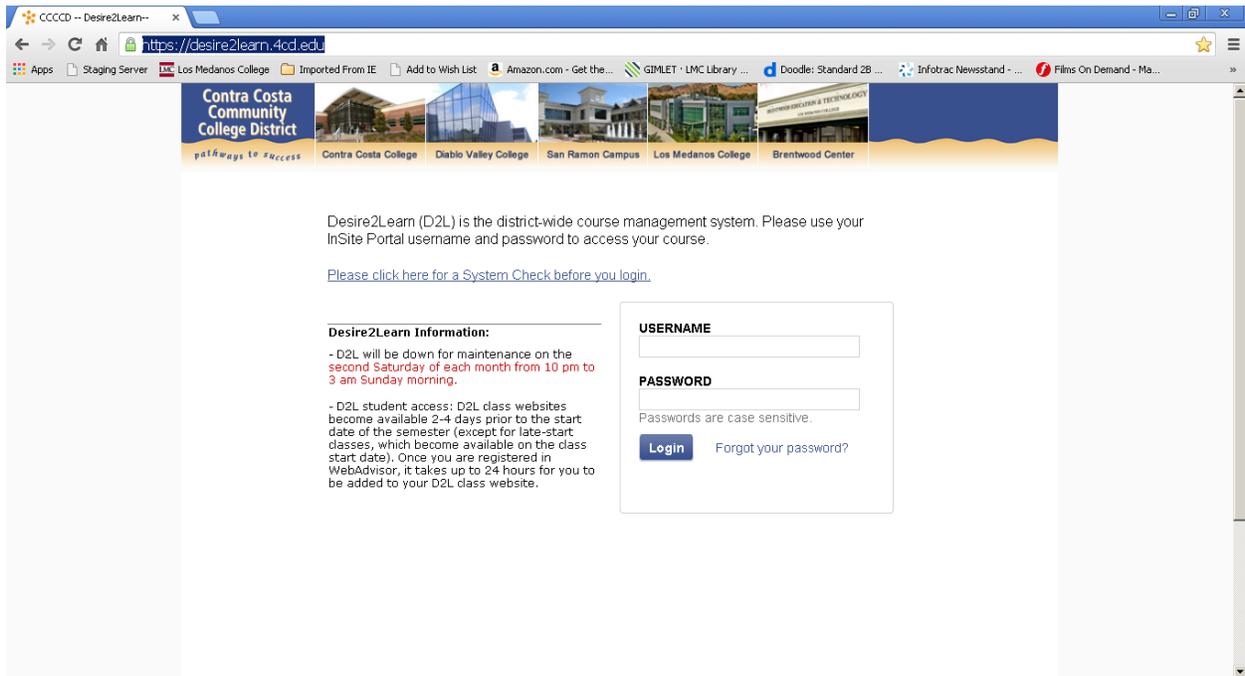
1. Go to LMC website: <http://www.losmedanos.edu/>
2. Click the **Online Classes** link: <http://www.losmedanos.edu/onlineclasses/default.asp>



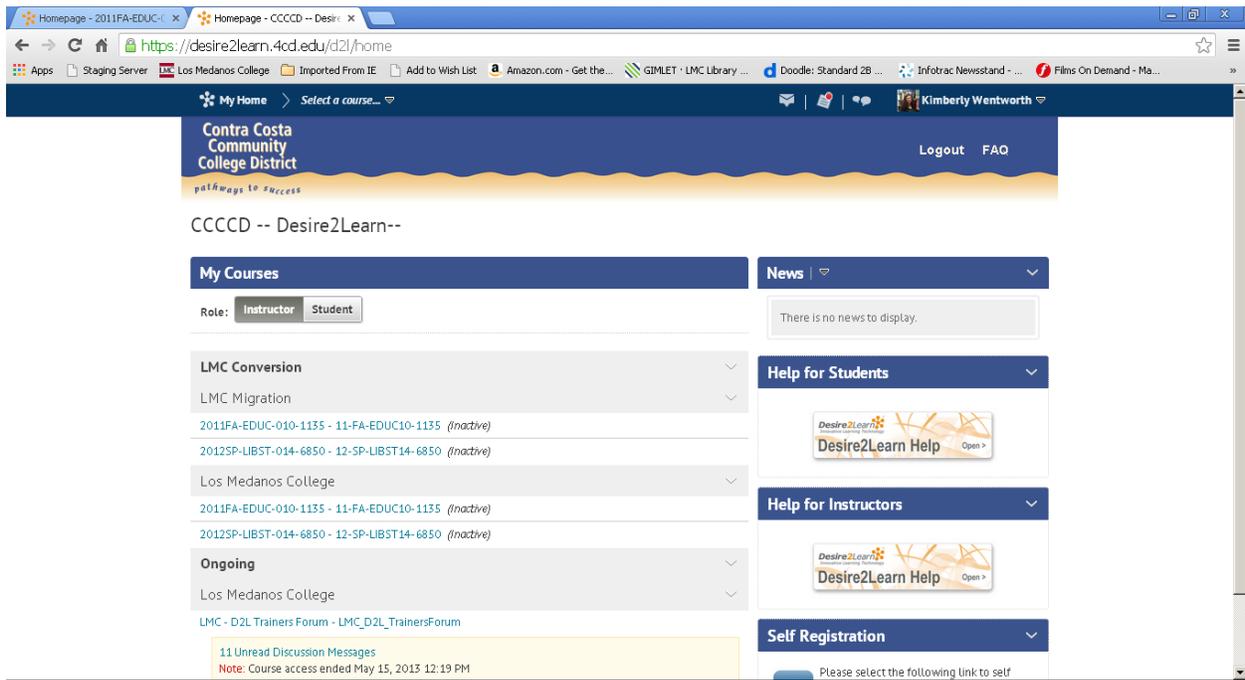
3. Click on the **Desire2Learn** link: <https://desire2learn.4cd.edu/>



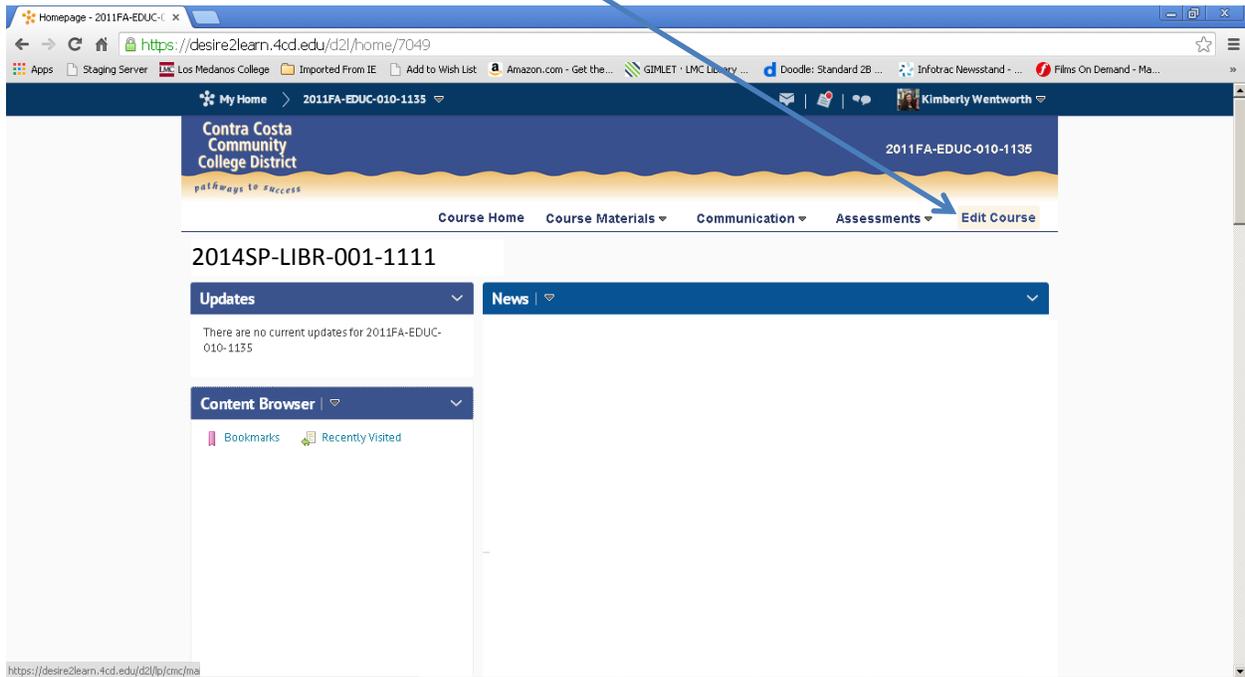
4. Enter your InSite username and password.



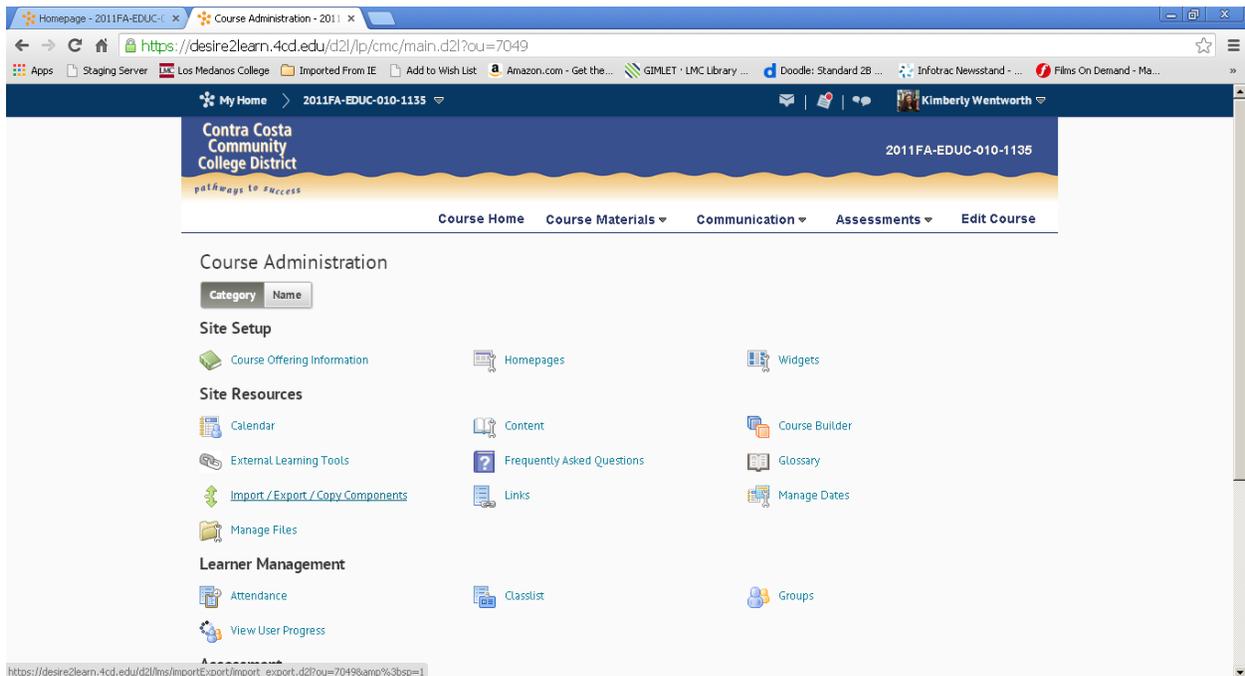
5. Click on your on empty live course site name that was created for spring by the district for one of your new spring courses. (Example: 2014SP-LIBR-001-1111)



6. Click **Edit Course**.



7. Select the **Import/Export/Copy Components** link.



- Select the **Copy Components from Another Org Unit** radio button. Leave the “Include protected resources” box checked. Click on **Search for Offering**.

Import/Export/Copy Components

What would you like to do?

Copy Components from Another Org Unit

Protected Resources:

Include protected resources

Course to Copy:

Parent Template of Current Offering

Protected Resources:

Include protected resources

Export Components

Course Files: Include course files in the export package

Import Components

No file chosen

- Select the radio button of the course offering that you would like to import into this Spring 2014 course site. Click the **Add Selected** button at the bottom of the screen.

Select Course Offering

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	Offering Code ▲	Offering Name	Department	Semester
<input type="radio"/>	08-SP-TRAVL995-0456	2008SP-TRAVL-995-0456	LMC Converted Courses	LMC Conversion
<input type="radio"/>	2012FA-CHDEV-001-0573	2012FA-CHDEV-001-0573	LMC Development Courses	LMC Conversion
<input type="radio"/>	2012FA-COMSC-040-0916	2012FA-COMSC-040-0916	LMC Development Courses	Converted Courses
<input type="radio"/>	COMSC-010-0883-2013FA	2013FA-COMSC-010-0883		2013FA
<input type="radio"/>	COMSC-010-7119-2014SP	2014SP-COMSC-010-7119	LMC Computer Science	2014SP
<input checked="" type="radio"/>	COMSC-012-0884-2013FA	2013FA-COMSC-012-0884		2013FA
<input type="radio"/>	COMSC-040-0915-2013FA	2013FA-COMSC-040-0915		2013FA
<input type="radio"/>	COMSC-040-0916-2013FA	2013FA-COMSC-040-0916		2013FA
<input type="radio"/>	COMSC-040-6917-2013SP	2013SP-COMSC-040-6917	LMC Computer Science	2013SP
<input type="radio"/>	COMSC-040-6917-2014SP	2014SP-COMSC-040-6917	LMC Computer Science	2014SP
<input type="radio"/>	COMSC-040-6920-2013SP	2013SP-COMSC-040-6920	LMC Computer Science	2013SP
<input type="radio"/>	COMSC-040-6920-2014SP	2014SP-COMSC-040-6920	LMC Computer Science	2014SP
<input type="radio"/>	COMSC-060-0410-2013FA	2013FA-COMSC-060-0410		2013FA
<input type="radio"/>	ENGL-230-9556-2013FA	2013FA-ENGL-230-9556		2013FA
<input type="radio"/>	ENGL-231-1532-2013FA	2013FA-ENGL-231-1532		2013FA
<input type="radio"/>	LMC_Converted_Course_COMSC12	LMC Converted Course - Computer Science 12	CCC_Converted Courses	Converted Courses
<input type="radio"/>	LMC_D2L_TR_ClaytonSmith	LMC D2L Training - Clayton Smith	LMC Development Courses	Ongoing
<input type="radio"/>	LMC_D2L_TR_CSSmith	LMC_D2L_Training - CSmith	LMC Development Courses	Ongoing

20 per page

10. Click on the **Copy All Components** button to initiate importing the entire course. If you only wish to import selected components, click on the **Select Components** button and follow the steps in Desire2Learn.

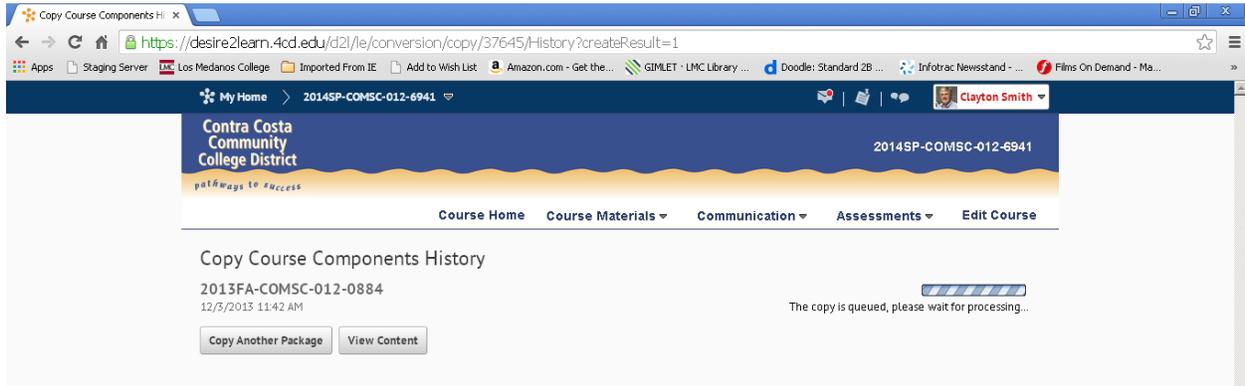
The screenshot shows a web browser window with the URL https://desire2learn.4cd.edu/d2l/lms/importExport/import_export.d2l?ou=37645&%3Bsp=1. The page title is "Import/Export/Copy Components". The navigation menu includes "Course Home", "Course Materials", "Communication", "Assessments", and "Edit Course". The user is identified as Clayton Smith.

What would you like to do?

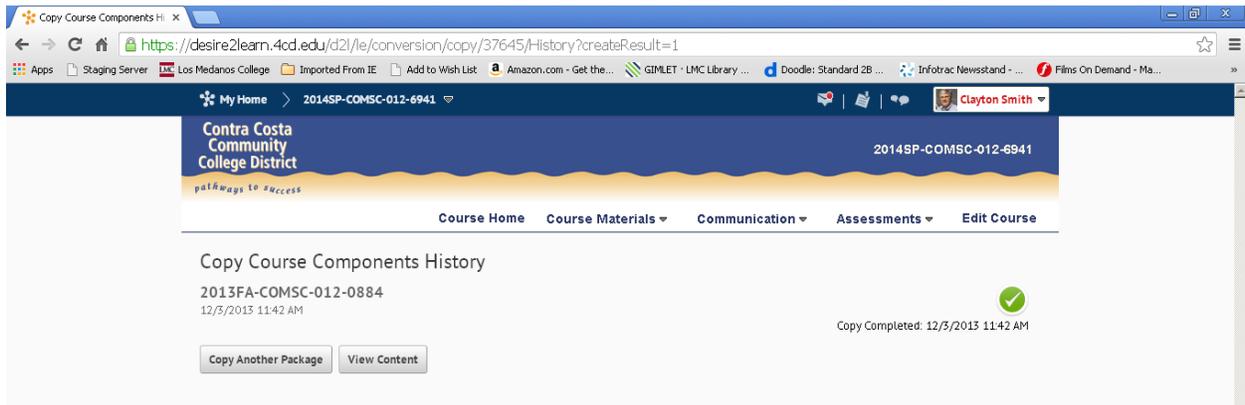
- Copy Components from Another Org Unit
 - Protected Resources:
 - Include protected resources
 - Course to Copy:
 - 2013FA-COMSC-012-0884
- Parent Template of Current Offering
 - Protected Resources:
 - Include protected resources
- Export Components
 - Course Files: Include course files in the export package
- Import Components
 - Choose File: No file chosen

Copy All Components **Select Components**

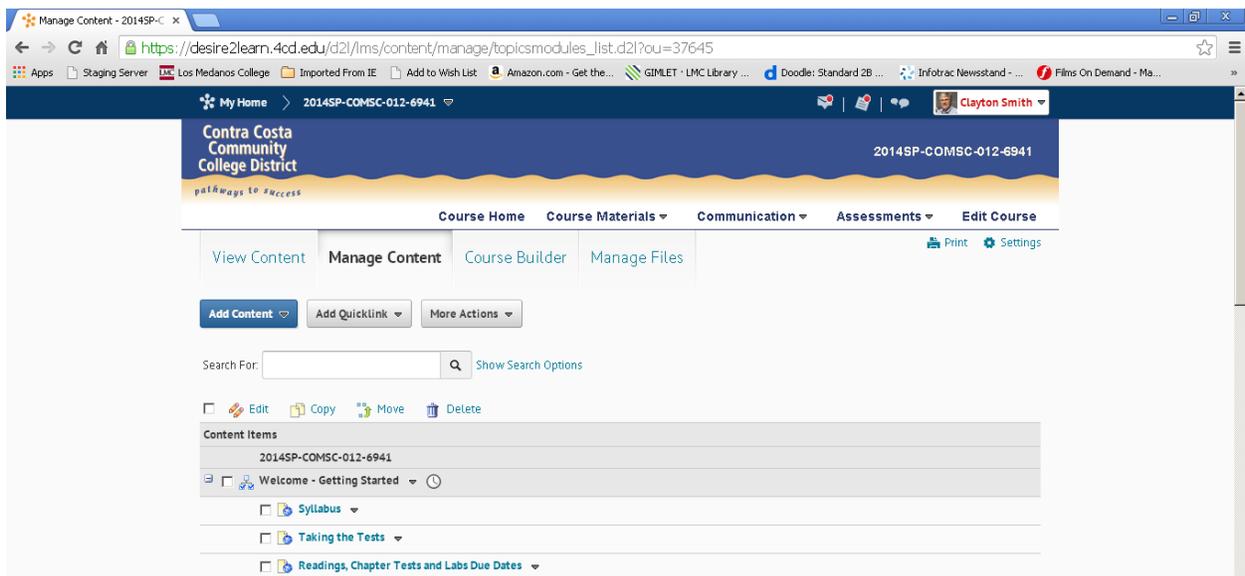
11. Wait while status bar progresses from “This copy is queued, please wait for processing . . . to Copy Completed.”



12. Click the **View Content** button to check your course site.



13. This will look different depending on how your course was set up.



14. Your spring course site is ready for you to finish preparing for the new semester.
15. Please repeat this process for each course site that you will be using in spring.
16. You're done. Congratulations! Thank you!