Instructions for Importing Content from one Desire2Learn Course Site to Another

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



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.

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

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Course Home Course Materials ▼ Communication ▼ Assessments ▼ Edit Course		
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9. 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.

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Offering Code 🔺	Offering Name	Department	Semester
08-SP-TRAVL995-0456	2008SP-TRAVL-995-0456	LMC Converted Courses	LMC Conversion
2012FA-CHDEV-001-0573	2012FA-CHDEV-001-0573	LMC Development Courses	LMC Conversion
2012FA-COMSC-040-0916	2012FA-COMSC-040-0916	LMC Development Courses	Converted Courses
COMSC-010-0883-2013FA	2013FA-COMSC-010-0883		2013FA
COMSC-010-7119-2014SP	2014SP-COMSC-010-7119	LMC Computer Science	2014SP
COMSC-012-0884-2013FA	2013FA-COMSC-012-0884		2013FA
COMSC-040-0915-2013FA	2013FA-COMSC-040-0915		2013FA
COMSC-040-0916-2013FA	2013FA-COMSC-040-0916		2013FA
COMSC-040-6917-2013SP	2013SP-COMSC-040-6917	LMC Computer Science	2013SP
COMSC-040-6917-2014SP	2014SP-COMSC-040-6917	LMC Computer Science	2014SP
COMSC-040-6920-2013SP	2013SP-COMSC-040-6920	LMC Computer Science	2013SP
COMSC-040-6920-20145P	20145P-COMSC-040-6920	LMC Computer Science	2014SP
COMSC-060-0410-2013FA	2013FA-COMSC-060-0410		2013FA
ENGL-230-9556-2013FA	2013FA-ENGL-230-9556		2013FA
ENGL-231-1532-2013FA	2013FA-ENGL-231-1532		2013FA
LMC_Converted_Course_COMSCI12	LMC Converted Course - Computer Science 12	CCC_Converted Courses	Converted Courses
LMC_D2L_TR_ClaytonSmith	LMC D2L Training - Clayton Smith	LMC Development Courses	Ongoing
LMC_D2L_TR_CSmith	LMC_D2L_Training - CSmith	LMC Development Courses	Ongoing

du selecteu

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.

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

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

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

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🗖 🖪 Readings, Chapter Tests and Labs Due Dates 🗢	

- 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!