

D2L Course Copy Instructions

Last Modified on 03/16/2026 2:39 am EDT

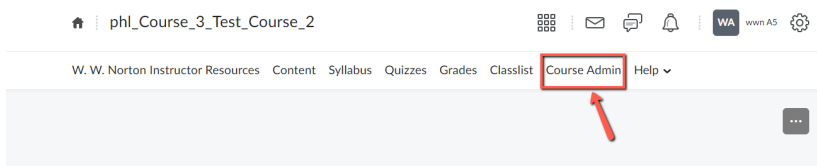
This document describes how to copy content from an existing course that has Norton digital learning tool links to a new course while retaining LMS integration with D2L for the links. Please consult your academic department administrator or campus IT helpdesk for details regarding specific course copy procedures for your department/campus.

Prerequisites:

- A D2L course shell for the new academic term,
- The name of the previous term's D2L course from which you want to copy Norton digital learning tool links.

Copy the current course's content into new course

1. Navigate to the new course into which you would like to copy the Norton digital learning tools.



2. In the navigation bar at the top of the page, select **Course Admin**, under **Tools** select **Import / Export / Copy Components**.

- 3.



On the **Import/Export/Copy Components** select **Copy Components from Another Org Unit**

Import/Export/Copy Components

What would you like to do?

Copy Components from Another Org Unit

Course to Copy:

Include protected resources

Parent Template of Current Offering

[What is a Parent Template?](#)

Include protected resources

Export Components

[What is a Brightspace Package?](#)

Export as Common Cartridge

[What is Common Cartridge?](#)

4. Click on **Search for offering**

5. A new window will open: **Select Course Offering**. Select the current course from which you would like to copy the Norton digital learning tools and click on **Add Selected**

Select Course Offering

<input type="radio"/>	pnl_Course_Test_Course_1 Testing Jan 2022	pnl_Course_Test_Course_1 Testing Jan 2022	Coursepacks	
<input type="radio"/>	pnl_Course_7_LTI 1.3 Testing Jan 2022	pnl_Course_7_LTI 1.3 Testing Jan 2022	Coursepacks	
<input type="radio"/>	pnl_Course_1_LTI 1.3 Testing Aug 2022	pnl_Course_1_LTI 1.3 Testing Aug 2022	Coursepacks	
<input type="radio"/>	pnl_Course_5_LTI 1.3	pnl_Course_5_LTI 1.3 Testing Jul 2024	Coursepacks	
<input type="radio"/>	pnl_Course_1_LTI 1.3 Testing Jul 2024	pnl_Course_1_LTI 1.3 Testing Jul 2024	Coursepacks	
<input type="radio"/>	pnl_Course_2_LTI 1.3 Testing Jul 2024	pnl_Course_2_LTI 1.3 Testing Jul 2024	Coursepacks	
<input type="radio"/>	pnl_Course_3_LTI 1.3 Testing Jul 2024	pnl_Course_3_LTI 1.3 Testing Jul 2024	Coursepacks	
<input type="radio"/>	pnl_Course_4_LTI 1.3	pnl_Course_4_LTI 1.3	Coursepacks	
<input checked="" type="radio"/>	pnl_Course_Test_Course_1	pnl_Course_Test_Course_1	Coursepacks	

6. Select **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:
pHl_Course_Test_Course_1 X
 Include protected resources
- Parent Template of Current Offering
[What is a Parent Template?](#)
 Include protected resources
- Export Components
[What is a Brightspace Package?](#)
- Export as Common Cartridge
[What is Common Cartridge?](#)



7. Wait while the system performs the copy. When copying is complete, click View Content to enter the course and confirm that all components were copied successfully.

pHl_Course_Test_Cours_1 ✓
Copy All Components Started: wwn.A5, Monday, July 29, 2024 11:06 AM EDT Copy Completed: Jul 29, 2024 11:07 AM

[Copy Another Package](#) [View Content](#) [Review and Manage Dates](#)

A red arrow points from the text 'pHl_Course_Test_Cours_1' down to the 'View Content' button, which is highlighted with a red rectangular border.

8. Confirm that the content area in which you have the Norton digital learning tool links exists and the links are present.

Confirm content was copied

1. Confirm that the content area in which you have the Norton digital learning tool links exists and the links are present.

Search Topics

Syllabus

Bookmarks

Course Schedule

Table of Contents **36**

For Instructors

Hidden

Course Materials **31**

ZAPS Advanced Topics **5**

For Instructors Ebook

Administration: Psychological Science

Add a module...

Table of Contents ▾

[Print](#) [Settings](#)

Import Course ▾ Bulk Edit Related Tools ▾ Expand All | Collapse All

For Instructors ▸

Course Materials ▾

New ▾ Add Existing Activities ▾

How to Register for InQuizitive ▾ --
Link

W. W. Norton Service Desk Support for Students ▾ --
Link

InQuizitive: How to Use InQuizitive ▾ --
External Learning Tool

ZAPS 3.0: How to Use ZAPS ▾ --
External Learning Tool

2. Confirm in **Grades** the grade items exist for the External Learning Tool assignment links

- Click **Grades**
- Click **Manage Grades**
- Scroll down to find the External Learning Tool assignment links and the Maximum Point value assigned to the assignment link.

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Blog ▾			0	0.01
<input type="checkbox"/>	Discussion ▾			0	0.01
<input type="checkbox"/>	InQuizitive ▾			150	10
<input type="checkbox"/>	InQuizitive: Chapter 1 ▾	Numeric	External Learning Tool	10	10
<input type="checkbox"/>	InQuizitive: Chapter 2 ▾	Numeric	External Learning Tool	10	10
<input type="checkbox"/>	InQuizitive: Chapter 3 ▾	Numeric	External Learning Tool	10	10
<input type="checkbox"/>	InQuizitive: Chapter 4 ▾	Numeric	External Learning Tool	10	10
<input type="checkbox"/>	InQuizitive: Chapter 5 ▾	Numeric	External Learning Tool	10	10
<input type="checkbox"/>	InQuizitive: Chapter 6 ▾	Numeric	External Learning Tool	10	10
<input type="checkbox"/>	InQuizitive: Chapter 7 ▾	Numeric	External Learning Tool	10	10
<input type="checkbox"/>	InQuizitive: Chapter 8 ▾	Numeric	External Learning Tool	10	10
<input type="checkbox"/>	InQuizitive: Chapter 9 ▾	Numeric	External Learning Tool	10	10

Next steps

If you haven't already created a Student Set for your W. W. Norton product, you must do this to complete your course set up: [Create a Student Set](#)

Reporting error messages

Please take a screenshot and/or copy the text from the error message and contact [W. W. Norton Customer Support](#) for assistance. A support specialist will contact you to assist with further troubleshooting.
