

D2L Course Copy Instructions

Last Modified on 05/22/2026 3:01 pm EDT

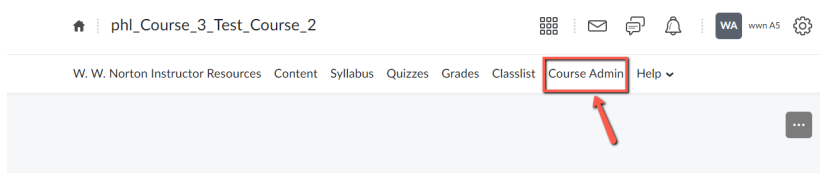
This document describes how to copy content from an existing course that has Norton digital learning tool links to a new course while retaining LMS integration with D2L for the links. Please consult your academic department administrator or campus IT helpdesk for details regarding specific course copy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

[What is an 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"/>	phl_Course_6_LTI 1.3 Testing Jan 2022	phl_Course_6_LTI 1.3 Testing Jan 2022	Coursepacks	
<input type="radio"/>	phl_Course_7_LTI 1.3 Testing Jan 2022	phl_Course_7_LTI 1.3 Testing Jan 2022	Coursepacks	
<input type="radio"/>	phl_Course_1_LTI 1.3 Testing Aug 2022	phl_Course_1_LTI 1.3 Testing Aug 2022	Coursepacks	
<input type="radio"/>	phl_Course_5_LTI 1.3	phl_Course_5_LTI 1.3 Testing Jul 2024	Coursepacks	
<input type="radio"/>	phl_Course_1_LTI 1.3 Testing Jul 2024	phl_Course_1_LTI 1.3 Testing Jul 2024	Coursepacks	
<input type="radio"/>	phl_Course_2_LTI 1.3 Testing Jul 2024	phl_Course_2_LTI 1.3 Testing Jul 2024	Coursepacks	
<input type="radio"/>	phl_Course_3_LTI 1.3 Testing Jul 2024	phl_Course_3_LTI 1.3 Testing Jul 2024	Coursepacks	
<input type="radio"/>	phl_Course_4_LTI 1.3	phl_Course_4_LTI 1.3	Coursepacks	
<input checked="" type="radio"/>	phl_Course_Test_Course_1	phl_Course_Test_Course_1	Coursepacks	

6. Select **Copy All Components**

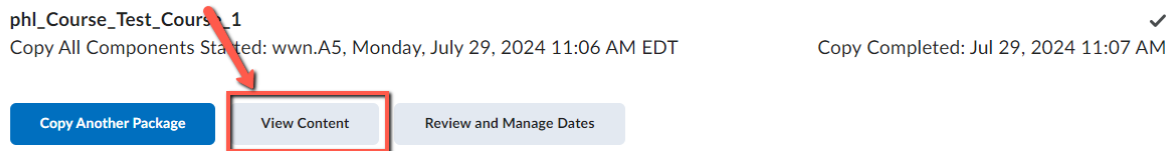
Import/Export/Copy Components

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.



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.

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Import Course

Bulk Edit

Related Tools

Expand All | Collapse All

For Instructors
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New

Add Existing Activities

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▼

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

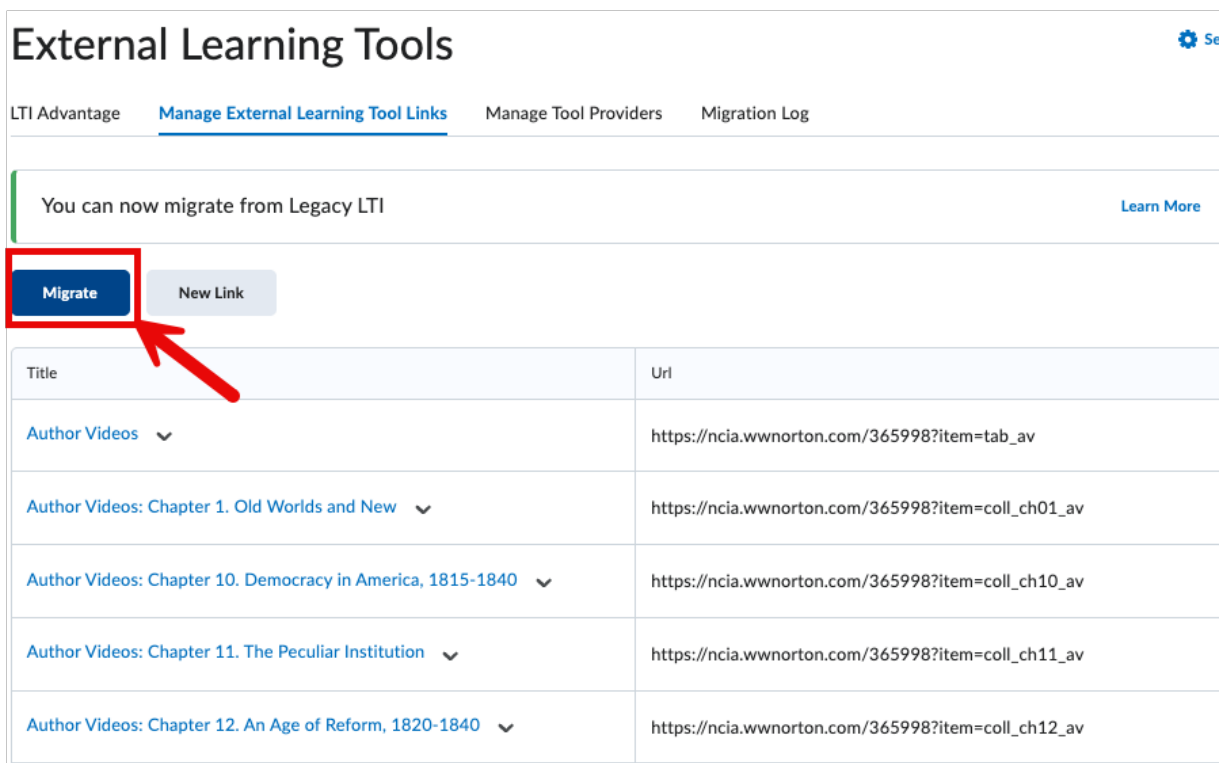
2. Confirm in **Grades** the grade items exist for the External Learning Tool assignment links

- 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

If you are copying links to an LTI 1.3 course, confirm all legacy tool links migrated to LTI Advantage links

1. In the navigation bar at the top of the page, select **Course Admin**, under **Site Resources** select **External Learning Tools**
2. Select the **LTI Advantage** tab
3. Do the links exist in the **LTI Advantage** area of the **External Learning Tools**?
 - If not select the **Manage External Learning Tool Links** tab
 - Click the **Migrate** button
 - If the **Migrate** button does not exist contact your LMS Admin and ask them to install the **Migrate** button
 - If the **Migrate** button is present click it



The screenshot shows the 'External Learning Tools' page. At the top, there are tabs for 'LTI Advantage', 'Manage External Learning Tool Links' (which is selected), 'Manage Tool Providers', and 'Migration Log'. Below the tabs, a message states 'You can now migrate from Legacy LTI' with a 'Learn More' link. Below this message, there are two buttons: 'Migrate' (highlighted with a red box and a red arrow) and 'New Link'. Below the buttons is a table with two columns: 'Title' and 'Url'.

Title	Url
Author Videos ▾	https://ncia.wwnorton.com/365998?item=tab_av
Author Videos: Chapter 1. Old Worlds and New ▾	https://ncia.wwnorton.com/365998?item=coll_ch01_av
Author Videos: Chapter 10. Democracy in America, 1815-1840 ▾	https://ncia.wwnorton.com/365998?item=coll_ch10_av
Author Videos: Chapter 11. The Peculiar Institution ▾	https://ncia.wwnorton.com/365998?item=coll_ch11_av
Author Videos: Chapter 12. An Age of Reform, 1820-1840 ▾	https://ncia.wwnorton.com/365998?item=coll_ch12_av

- Select **Yes** if you have confirmed the course has been added to the External Learning Tool for the W. W. Norton Learning Tools, LTI 1.3

W. W. Norton Instructor Resources Contact Us Admin Help ▾

External Learning Tools

LTI Advantage **Manage External Learning Tool Links**

You can now migrate from Legacy LTI

Confirmation

Migrate all legacy tool links to LTI Advantage?

Make sure you set up LTI Advantage deployments for all tools used by your organization first. [External Learning Tools](#)

Title	Url
Author Videos ▾	https://ncia.wwnorton.com/365998?item=tab_av
Author Videos: Chapter 1. Old Worlds and New ▾	https://ncia.wwnorton.com/365998?item=coll_ch01_av

- When the migration is complete, select the **LTI Advantage** tab to confirm the links successfully migrated to the W. W. Norton Learning Tools LTI 1.3 Deployment

External Learning Tools

LTI Advantage Manage External Learning Tool Links Manage Tool Providers Migration Log

You can now migrate from Legacy LTI [Learn More](#)

Filter by Type 1 ▾

49 items in total

Link Name ▲	Deployment	Last Modified Date	Status	Type
Author Videos ▾	WWN LTI 1.3	5/22/2026 2:46 PM	Enabled	Basic Launch
Author Videos: Chapter 1. Old Worlds and New ▾	WWN LTI 1.3	5/22/2026 2:46 PM	Enabled	Basic Launch
Author Videos: Chapter 10. Democracy in America, 1815-1840 ▾	WWN LTI 1.3	5/22/2026 2:46 PM	Enabled	Basic Launch
Author Videos: Chapter 11. The Peculiar Institution ▾	WWN LTI 1.3	5/22/2026 2:46 PM	Enabled	Basic Launch

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.
