

How to Import course content from the previous academic year into an empty course shell for the new academic year.

For City Lecturers

Please open the appropriate year tab within Brightspace.

Within this tab you will see courses you were enrolled on for the previous academic year.



From the 8th of August 2024 you will also an additional tab **2024-25** for Semester 1 & 2 of the Academic year 2024/2025.

Within this tab you will have an empty shell for each course you have been enrolled on.

How to copy content from a previous academic year

- 1. Navigate to the appropriate academic year tab
- 2. Open the course you would like to copy content from.
- 3. From the menu select: Module Tools > Module Admin > Module Information

My Home Progress 🗸 ePortfo	olio Content Assessment 🗸 Mo	dule Tools 🗸 Library Help 🗸	
Module Admini	stration		
Category Name			
Site Setup			
🗂 Availability Date Defaults	☆ Homepages	Module Information	
Ø Navigation & Themes	Widgets		
Site Resources			
🛗 Calendar	🛄 Content	🝓 External Learning Tools	
Forms	Frequently Asked Questions	Glossary	
Import/Export/Copy	🚥 Links	🔯 Manage Dates	
Components	💼 Manage Files	🝋 Module Builder	
La sur su Massa sur su			

Learner Management

Each Module has a unique identifier

4. Select the code and copy or write the code down.

Module Image	
Browse	
All standard image file types are supported. We recommend module imag	ges be 2400 x 960 pixels and that they don't contain text. This ensures they can be resized to lool
different contexts and on different devices.	
Homepage Banner	
 Display the image in a banner on the module homepage 	
Module Name *	
ELSC H1001	Ø
Module Code *	
MIG_29	
Department	
Migrated Tallaght Modules Department 🗸 🖌	
[Create School]	
· · · ·	
Semester	
Migrated TA 22-23 🗸	
[Create Semester]	
Locale	

- 5. Navigate to the **2024-25** tab(available from August 8th 2024)
- 6. Find the corresponding empty course shell for the new academic year 2024/25.

DUBLIN BRIGHTSPICE Strat Competitive Positioning BSMT34	🛗 🖂 🗊 🛱 🕴 🚺 Eamonn Obrien 🤯
My Home Progress - ePortfolio Content Assessment - Module Tools -	.ibrary Help 🗸
	the second s
	and the second second
Strat Competitive Positioning BSMT34	14: 2023-24
	Module Overview 🗸
Kaak	
	We Th Fr Sa Su Mo Today
	1 person visited this course today.
	Ne colores have been coloristed
	today.
	Class Engagement
	Course Access
	Tool Access
	Tool Access

- 7. From the menu select: Module Tools > Module Admin
- 8. Under Site Resources, select: Import/Export/Copy Components

My Home Progress • ePortfolio Content Assessment • Module Tools • Library Help •

Module Administration

Category Name				
Site Setup				
🛗 Availability Date Defaults		Module Information		
Navigation & Themes	Widgets	Widgets		
Site Resources				
🛗 Calendar	🛄 Content	👋 External Learning Tools		
Forms	Frequently Asked Questions	Glossary		
Import/Export/Copy	🚥 Links	🕵 Manage Dates		
Components	💼 Manage Files	🐚 Module Builder		
Learner Management				

9. Select: Copy Components from another Org Unit



10. Click: Search for offering

11. Enter the code you copied earlier and click: Search

My Home Progress 🗸 ePortfolio Content Assessment 🗸 Module Tools 🗸 Library Help 🗸					
Import/Export/Copy Co	omponents @ Help				
What would you like to do?	22 Select Module - Work - Microsoft Edge —	0	×		
Copy Components from another Org Unit What is an Org Unit?	https://brightspace.tudublin.ie/d2l/common/popup/popup.d2l?ou=318092&queryString	Q	A»		
Module to Copy:	Select Module				
Search for offering	MIG_1234 Search Options		•		
Include protected resources	You must perform a search.				
Copy Components from Parent Template What is a Parent Template?					
✓ Include protected resources					
Export as Brightspace Package What is a Brightspace Package?					

Select Module				
MIG	Search Show Search Opt	tions		
	Offering Code	Offering Name	Department	Semester
\bigcirc	LAW902631388DT321-1819	Immigration, Refugee& Citizens LAW9026: 2018- 19: DT321: 31388	Languages, Law & Society	Build for 2019-20
\bigcirc	LAW902631388DT532-1819	Immigration, Refugee& Citizens LAW9026: 2018- 19: DT532: 31388	Languages, Law & Society	Build for 2019-20
\bigcirc	LAW902612301DT547-1819	Immigration, Refugee& Citizens LAW9026: 2018- 19: DT547: 12301	Languages, Law & Society	Build for 2019-20
\bigcirc	LAW902612301DT547A- 1819	Immigration, Refugee& Citizens LAW9026: 2018- 19: DT547A: 12301	Languages, Law & Society	Build for 2019-20
\bigcirc	LAW902631388DT592-1819	Immigration, Refugee& Citizens LAW9026: 2018- 19: DT592: 31388	Languages, Law & Society	Build for 2019-20
\bigcirc	LAW902612301DT9028- 1819	Immigration, Refugee& Citizens LAW9026: 2018- 19: DT9028: 12301	Languages, Law & Society	Build for 2019-20

12. Chose the correct course and click Add Selected

13. You can then choose the specific components you would like to import by selecting the appropriate tick boxes

	EO Eamonn Obrien දිරු
My Home Progress - ePortfolio Content Assessment - Module Too	ls 🗸 Library Help 🗸
Copy Module Components	
Choose Components to Copy	
Show the current module components Select All Components Content (74item(s))	
 Copy all items Select individual items to copy Include associated files 	
Copy all items	
Module Files (56item(s)) Copy all items Select individual items to copy	
Assignments (13item(s))	
 Copy all items Select individual items to copy Include associated files 	
Grades (15item(s))	
Continue Go Back me t Cancel	

14. Finally click: Continue

This will then populate the new empty shell with the component you selected.