Copying Your D2L Course for Use in a New Term

This document details the recommended best practice for copying a Cengage Integrated course in D2L for use in a new term. Please be aware that there is currently a known issue with graded items not synching properly in courses that have been copied. These steps will walk you through a process that will allow you to copy a course with deep links to Cengage content and then delete/re-establish gradebook columns to ensure that grades will synch in the next term.

This document uses MindTap as an example, but this same process will be used regardless of the adopted Cengage solution you may be using.

Please know that we are working closely with Desire2Learn on this issue and expect a resolution for class starts beginning in summer 2015.

Step 1: Copy Your D2L Course

Login to your new D2L course shell for the upcoming semester and navigate to Edit Course.
Under Site Resources, Select Import/Export/Copy Components.

Under “What would you like to do?” Select Copy Items from Another Org Unit and then click Search for offering.

**WARNING**: In order to preserve any deep links you have added into your course, you must use copy components. Using Import/Export is not currently supported will result in broken course links.
In the Search For box, enter the course name from your current course that you will copy into the upcoming terms course and click the Search Icon. Select the radio button to the left of the course and then click Add Selected.

Your course will be listed under course to copy (as pictured below). Select Copy All Components. Note that you do have the option to select components to be copied if you do not want to carry over items from the previous term.
You’ll receive a message when the copy is completed. **Click View Content** to access your course which now includes all of your content from the previous term.

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**Step 2: Establish your New Cengage Course**

During this step you will create a new Cengage Course which will be a copy of your previous semester’s course. Navigate to your Table of Contents and click on your Course Level Link.
You will be directed to the Create Course Page. **Do not select Create a new course.** Instead, **Select Copy from my existing course** and select the course that was linked to the D2L course you copied in step 1. You can usually identify this by the class start/end date. Enter the details for your spring course and **click Continue.** This will ensure that all assignments, settings and deep links from last term carry over to your new course.

**Step 3: Identify and Delete Cengage Graded Items**

In this step we will remove the gradebook columns that are associated to Cengage graded activities. **Under Assessments, Click Grades.**
Here you will want to identify any items that are Cengage graded assignments. You may want to take a screen capture or print out this page and mark the Cengage graded assignments so that you will have the assignment names available to you to re-establish the links in Step 4.

After you have noted the Cengage graded assignments, select them and under More Actions, select Delete. This will remove the gradebook column, but not the associated links in your course modules. Do not delete any of your own grade columns, for example, Midterm or Final Exams.
Step 4: Re-establish links to graded items

To ensure that scores for graded items will synch to your gradebook, we will need to re-establish the links for these items. This will create new gradebook columns that will accept the results of graded student assignments. Navigate to **Course Builder**. If this is not available in the course menu (as pictured below), you will find it under **Edit Course**.

Create a **New Module** where you will place links to your graded activities identified in Step 3. To create a module, click or drag the Modules Icon into your course outline. **Name the Module something like Graded Activities and click Create**.
Select the Module by clicking on it and then set the module to Draft so that it is not visible to students.

Next, drag the Cengage icon onto the Module created in the previous step.
From the MindLinks Content Selector, Select **ALL of the links for the grade columns that you previously deleted**. Here you will refer to the screen capture or print-out of graded activities in Step 3.

After selecting your items, click **Confirm Selections**.

You’ll receive a confirmation of the links that will be added. Compare this against the list of gradebook items that you deleted from the gradebook.
Click Save to add the links to your module.

This process will result in new links and corresponding gradebook columns being added to your course. It is not necessary for students to access these duplicate links. Existing links to these assignments will still work and will now send scores to your D2L gradebook. You can confirm that the new gradebook links have been added by accessing Assignments ➔ Grades.

Once confirmed, you can delete the new module that we created. Your course is now ready for use with students in your new term.