Importing Your Course from the Spring into the Summer Semester

1. Log in to Desire2Learn.

2. Go to your Fall course. It will be an empty shell.
3. Make sure that you are in the right course by checking the course name near the top of the Summer Course Homepage. Then, select the “Import/Export/Copy Components” link.

4. Select the top option “Copy Components from another Org Unit” and then click the Next button.
5. From the “Existing Offering” option, choose the course that you want copied to your Summer course. You may not see as many options in your window as shown here. There are two sets of numbers following some of the course names. The first five-digit number is the course’s CRN number. This is followed by a period and then a six-digit number that refers to the semester in which the course was offered (courses that were offered in Spring 2010 are labeled “201010”, those offered in Summer I or Summer II are labeled “201060”).

6. Select the “All Components” option as you want to copy all of the items from the Spring course to your EMPTY Summer course. After that, click Next.
7. In the following step, select **Next** again.

8. Select **Done** in the last step.

9. Congratulations, your course is now successfully imported.