

# Import/ Export/ Copy

Last updated: 06 September 2022

## What is the Import/ Export/ Copy Tool?

The Import/Export/Copy tool allows you to:

- Copy components between course offerings
- Import components created outside of the Learning Environment
- Export components to be used outside of the Learning Environment

### 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

- Export as Brightspace Package  
[What is a Brightspace Package?](#)

- Export as Common Cartridge  
[What is Common Cartridge?](#)

- Export as Thin Common Cartridge  
[What is Thin Common Cartridge?](#)

- Import Components  
[View Import History](#)

## Why use Import/ Export/ Copy Components?

Use this tool to:

- Reduce the time needed to recreate course content or re-offer a course.
- Duplicate a course from one year to the next.
- Migrate content and learning activities within the Learning Environment as well as between learning management systems.
- Share materials, activities or evaluations created in one course with other courses.

## Copy

The copy components utility lets you copy quizzes, content, grade items, discussion forums and nearly every other type of component from another course offering or a course offering's parent template. To

**Facebook:** /CILT.UCT **Web:** [www.cilt.uct.ac.za](http://www.cilt.uct.ac.za) **Service Portal:** [uct.service-now.com](http://uct.service-now.com) **Email:** [cilt-helpdesk@uct.ac.za](mailto:cilt-helpdesk@uct.ac.za) **Phone:** 021 650 5500

copy components between course offerings, you must be enrolled (i.e. a Lecturer or Support Staff) in both offerings.

1. Go to the Import/Export/Copy Components tool for the course offering you want to copy components into, by selecting **Manage Course** in the navbar, **Course Admin**, and clicking **Import/ Export/ Copy Components** under the Site Resources section.
  - Select **Copy Components from another Org Unit**, and then click **Search for offering** to find a course to copy from.
  - Click **Copy All Components** to copy all course components or **Select Components** to choose specific components to copy. You can for example copy all assignments from another course or copy the Content and Discussions without copying the Quizzes.

## Importing content from other platforms

If you have course materials on another platform (e.g. Moodle, etc.) you can import a course cartridge or archive file from those courses into Amathuba. Courses that are currently on Vula will be migrated by CILT in a separate process. Please contact the Helpdesk at [cilt-helpdesk@uct.ac.za](mailto:cilt-helpdesk@uct.ac.za) if you would like support in importing course content from a non-Vula Learning Management System.