

2.3.1 How to copy learning materials from 2017-18 to 2018-19 learning rooms

1. Navigate to the empty **2018-19** learning room.
2. Click the **Edit Room** link on the navigation bar.
3. From the menu select **Import/Export/Copy Components**.

The screenshot shows a web interface titled "Import/Export/Copy Components". Below the title is a question "What would you like to do?". There are four radio button options:

- Copy Components from another Learning Room
What is an Org Unit?
Learning Room to Copy:
Search for offering
 Include protected resources
[View History](#)
- Parent Template of Current Offering
What is a Parent Template?
 Include protected resources
- Export Components
Should I include learning room files?
 Include learning room files in the export package
- Import Components
Select a component source:
 from Learning Repository
 from a File

At the bottom, there are two buttons: "Copy All Components" (highlighted in blue) and "Select Components".

Figure 17 - Selecting Copy Components

4. Click on **Search for offering** – a pop-up window will appear, shown on next page.

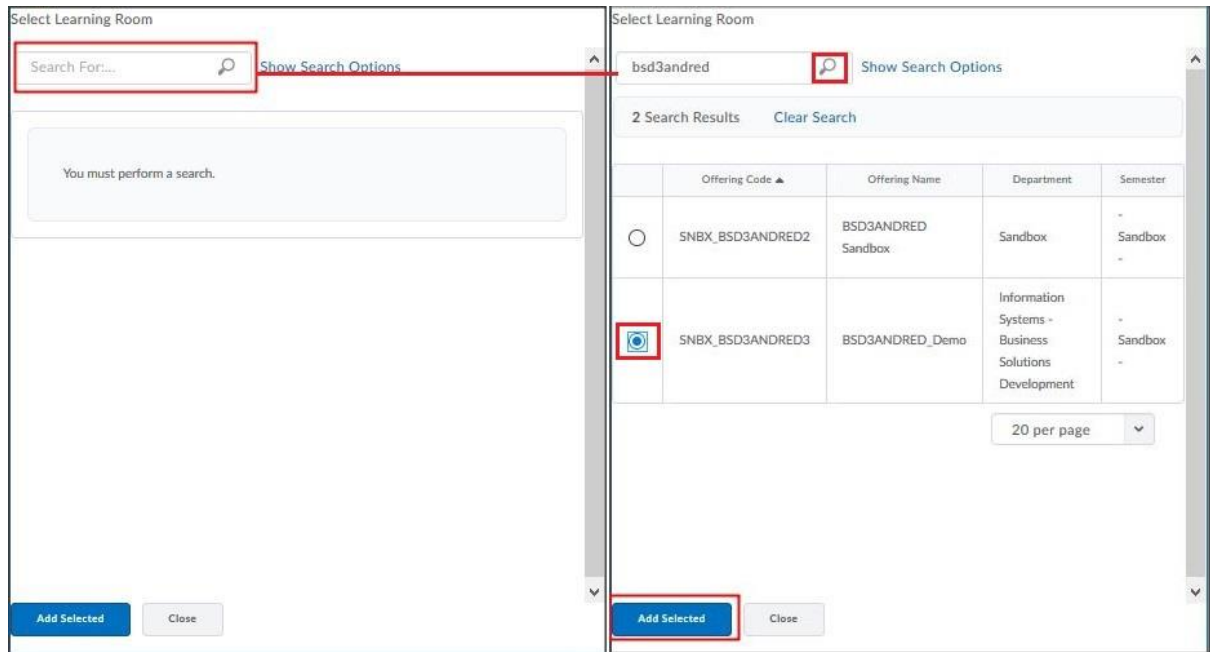


Figure 18 - Selecting Learning Room to Copy Components from

5. The **Copy Learning Room Components** window opens.
6. Select the learning room you wish to copy materials from and click on **Add Selected**. You will see the selected learning has been added.



Figure 19 – Confirmation of selected learning room to copy components from

7. You now have the option to click on **Copy All Components** or **Select Components**.
8. If you select **Copy All Components** all items from the source learning room will be copied over. If you choose **Select Components** a list of

the components which can be copied into the current learning room will be displayed, see over.

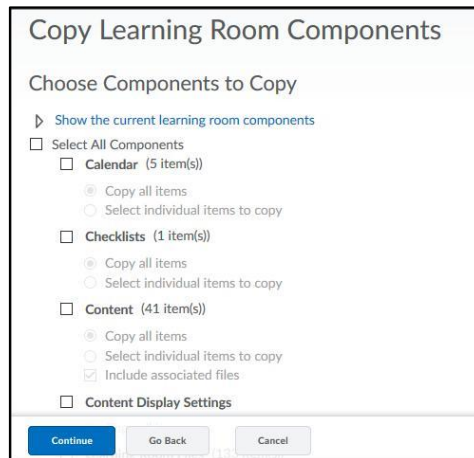


Figure 20 - Choosing which components to copy

9. Select the components you wish to copy followed by **Continue**. The option to **Include associated files** is selected by default.
10. A confirmation appears listing the items that will be copied.



Figure 21 - Confirmation window

11. Click **Finish** to complete the process, or **Go Back** to amend your selection. The following screen will display the progress status of processes.

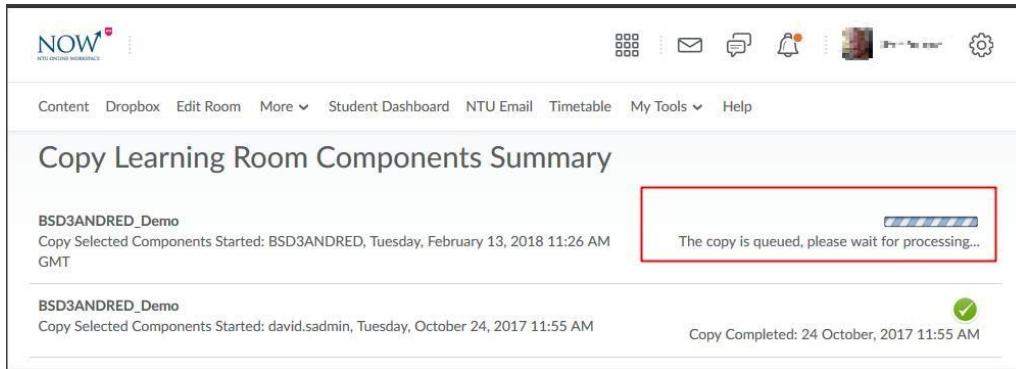


Figure 22 – Progress screen

12. A summary will appear confirming that the items have been copied to the current learning room. You will then have the option to **Copy Another Package** or to **View Content** of the current learning room.

Note:- any files associated with the chosen copied components will also be copied to the new learning room.

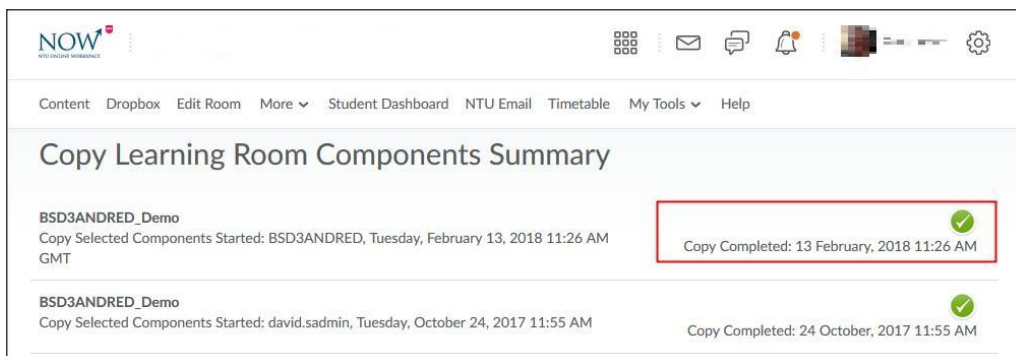


Figure 23 - The Copy Summary screen