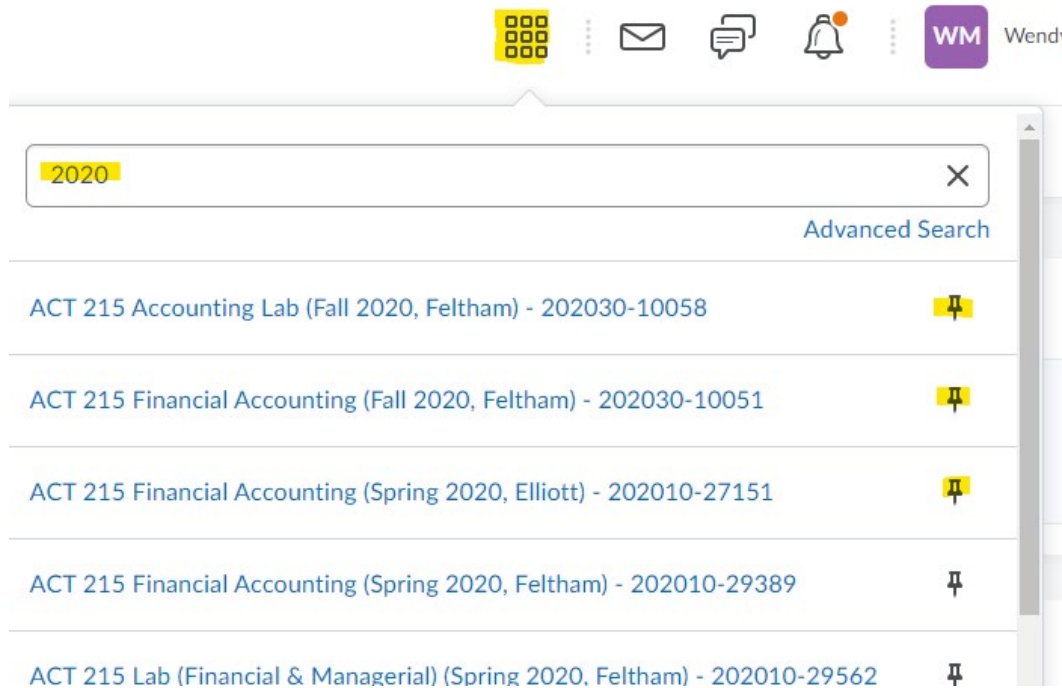
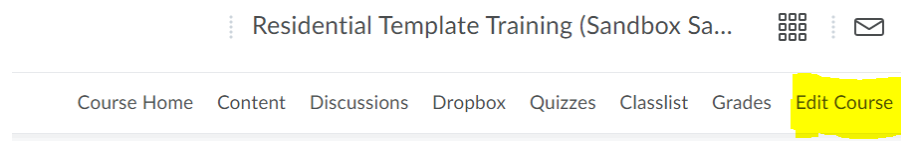


## Copying the WPA artifact from a previous semester

1. Find the current course that you want to add artifacts or an entire previous course content into.
  - a. At the top of D2L click on the grid
  - b. Type 2020 into the search bar
  - c. Click the thumb tack for all of your current courses



2. Click on the ORU logo on the top left corner to return to the homepage of D2L
3. In the middle of the page under the heading **My Courses**, select the course you want to add WPA artifacts or add course content into.
4. In the top navigation bar in D2L, select edit course:



5. Select Import/Export/Copy Components:

### Site Setup

- Course Offering Information
- Homepages
- Navigation & Themes
- Widgets

### Site Resources

- Book Management
- Calendar
- Content
- Course Builder
- Course Design Accelerator
- External Learning Tools
- Frequently Asked Questions
- Glossary
- Import / Export / Copy Components
- Instructional Design Wizard
- Learning Activity Library
- Links

## Copying the WPA artifact from a previous semester

- Click on the tab Search for offering:

### Import/Export/Copy Component:

What would you like to do?

- ☒ Copy Components from another Org Unit  
[What is an Org Unit?](#)

Course to Copy:

Search for offering

☒ Include protected resources

[View History](#)

- Type in the course from your previous semester (e.g. COMP 102) that has the WPA artifact and click on the magnifying glass to search for your course. (If nothing shows up, you may need to add more of the course name, semester year and your last name eg. COMP 102 Composition Spring 2020 Miller)

Select Course Offering

COMP 102



[Show Search Options](#)

- Locate the course from the list, click on the bubble in front of it, and select Add Selected:

	201910-27902
--	--------------

Add SelectedClose

- Select Copy All Components if you wish to copy all of the components from your previous course. Select **Finish** and all components will be automatically copied over your current course. It will take a few minutes to complete.
  - If you only want a selection of the components, then click on Select Components:

Copy All Components

Select Components

## Copying the WPA artifact from a previous semester

10. If you choose **Select Components**, then you have to go through the list of components, select Dropbox, Grades, and Rubrics, and click Continue:

### Choose Components to Copy

► [Show the current course components](#)

☐ Select All Components

☐ Content Display Settings

☐ Copy all items

☒ Dropbox (1 item(s))

☐ Copy all items

☒ Select individual items to copy

☒ Include associated files

☒ Grades (3 item(s))

☐ Copy all items

☒ Select individual items to copy

☐ Grades Settings

☐ Copy all items

☐ Homepages (3 item(s))

☐ Copy all items

☐ Select individual items to copy

☐ Release Conditions

☐ Copy all items

☒ Rubrics (1 item(s))

☐ Copy all items

☒ Select individual items to copy

☐ Course Appearance

☐ Copy all items

☐ Select individual items to copy

☐ Widgets (12 item(s))

☐ Copy all items

☐ Select individual items to copy

Continue

Go Back

Cancel

11. Select the WPA coded rubric and click Continue:

### Select Rubrics to Copy

☐ Select All

[Expand All](#) [Collapse All](#)

☒ WPA-GEN-Workshop (COMP 102 )

Continue

Go Back

Cancel

## Copying the WPA artifact from a previous semester

12. Select the WPA coded grade and click Continue:

### Select Grade Items and Categories to

☐ Select All

[Expand All](#) [Collapse All](#)

☐ Final Adjusted Grade

☐ Final Calculated Grade

☐ Items without Category

☒ WPA-GEN-Workshop (COMP 102 )

Continue

Go Back

Cancel

13. Select the WPA coded dropbox and click Continue:

### Select Dropbox Folders to Copy

☐ Select All

[Expand All](#) [Collapse All](#)

☐ Folders with No Category

☒ WPA-GEN-Workshop (COMP 102 )

Continue

Go Back

Cancel

14. Select **Finish** to complete the process.