Copying Items from a Previous Course into a Current Course

If at any point in this tutorial, you have questions or are confused, please call 610-436-3454 or email libraryreserves@wcupa.edu. We are more than happy to walk you through the process, either on the phone or in person as needed!

1. Log in to D2L

Navigate to D2L in your web browser (https://d2l.wcupa.edu/) and log in using your WCU user name and password. You can also reach D2L from the login bar on any www.wcupa.edu webpage as shown below.
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2. Select Course
Be sure to activate your course if students will need to access electronic reserves. You can activate your course by following the instructions here: Activate A Course. Then you can proceed with the steps in this tutorial. From the list of courses that appears after you log in select the course you want to copy items into. In this example, we will be copying items into Introduction to Ares Course Reserves. Click on it to select it.
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3. Select “Course Reserves” from the “Resources” drop down menu in the course navigation bar.

You should see a tab which says “Resources” as shown below. From that dropdown menu, select “Course Reserves”. If you do not see this tab or have a custom navigation bar, please email d2l@wcupa.edu to get it set up.
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4. If it is your first time accessing a course, you’ll need to choose the correct semester from the dropdown menu, then select “Create Course”. If you have already made this selection previously, you’ll be immediately directed to Step 5.

You can choose “Current Semester” by default or adjust your semester as needed to add items for a future course.

5. Here you’ll see the Ares Course Reserves Instructor Home Page. Select “Add Reserve Item” from the Instructor Course Tools menu.
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The Instructor Course Tools has many useful features. Feel free to experiment on your own, or contact libraryreserves@wcupa.edu or 610-436-2611 with questions. We’re happy to set up more in depth one-on-one training!
### Course Details

**Introduction-Ares-Course-Reserves** Introduction to Ares Course Reserves  
Summer 2018  
Prophet, Riha

Email subscriptions allow you to receive an email notification when a new item becomes available in this course.  
You are currently **not** subscribed. **Subscribe Now**

### Reserve Items

There are no items in this course.

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**libraryreserves@wcupa.edu**  
610-436-3454  
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6. Choose the course you want to import items from.

In the yellow and white boxes you will see current and previous courses you have taught listed. Clicking the “Import Items” link will let you import items from a previous course into the course you are currently in.
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7. Choose which items to import

You can use the small checkboxes beside each item to decide which items to copy. By default, all items are selected. You can also adjust the availability of individual items in the Start Date and Stop Date fields, for instance if you are copying over test answers and only want them to be available to students after a certain date.
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8. Confirm and import

Confirm that the information in the “Import From” and “Import To” fields is correct. When you are satisfied, click the “Import Items” button beneath the yellow and white table.
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9. Finish

If you are successful you will see an “Imported x items” notification above the Course Details box.