

Set up your live course in Brightspace

There are currently four types of courses in your Brightspace LMS:

- 1) Your sandbox. This is a protected space for you to test ideas and create materials. It will never be a live course. You can copy materials from here into a live course.
- 2) Brightspace Training Resources. You are a student in this course. It contains guidance on using the LMS.
- 3) Migrated courses. This is material imported from Blackboard courses, labeled with old CRNs. Here, you can organize, edit, and delete materials, which will then need to be moved to a live course as a whole or in parts.
- 4) Live course shells. These are currently empty courses with future CRNs. The content here is what students will see and interact with when the semester begins. **You need to move content into these courses.**

the minibar waffle provides a full list of your courses



Stacy Suppo

Search for a course



Advanced Search

Stacy O Sandbox - stacyosandbox *type one: your sandbox*



Brightspace Training Resources - co-brtspctr-d2l *type two: resources*



BIOL 2490-TR 0800-GENETICS - 21941.202620 - 21941.202620 *type three: old CRN, migrated content*

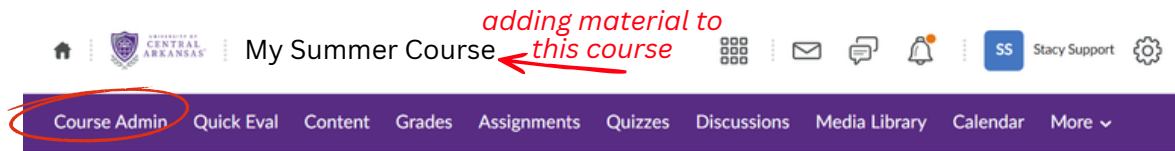


PRIN OF BIOLOGY I - BIOL.1440-12430.202710 *type four: new CRN*

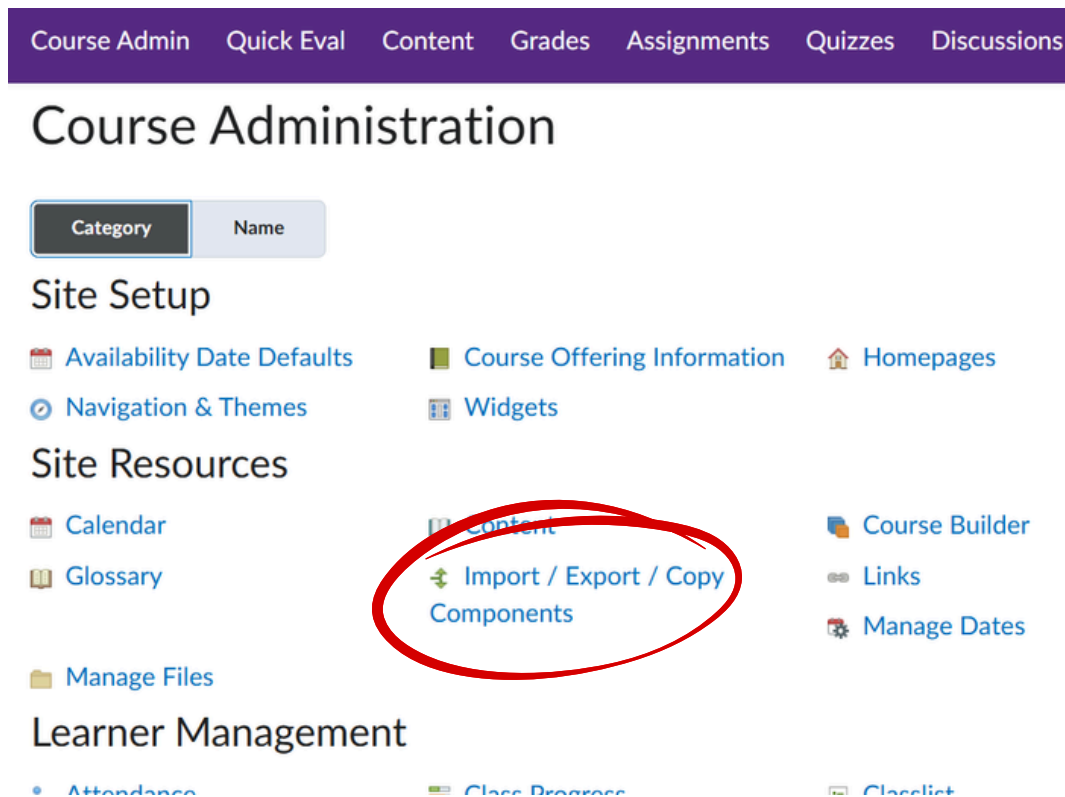


To copy content from your sandbox or from your migrated content, follow these steps:

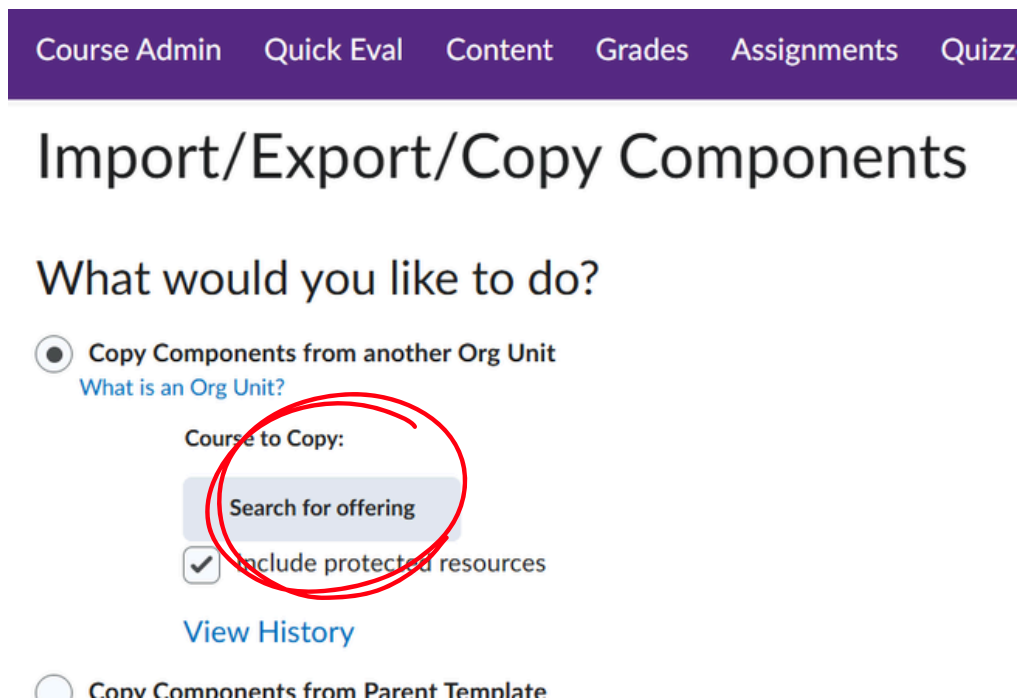
- 1) Enter the live course shell in which you want to place the content.
- 2) Click on Course Admin on the purple NavBar.



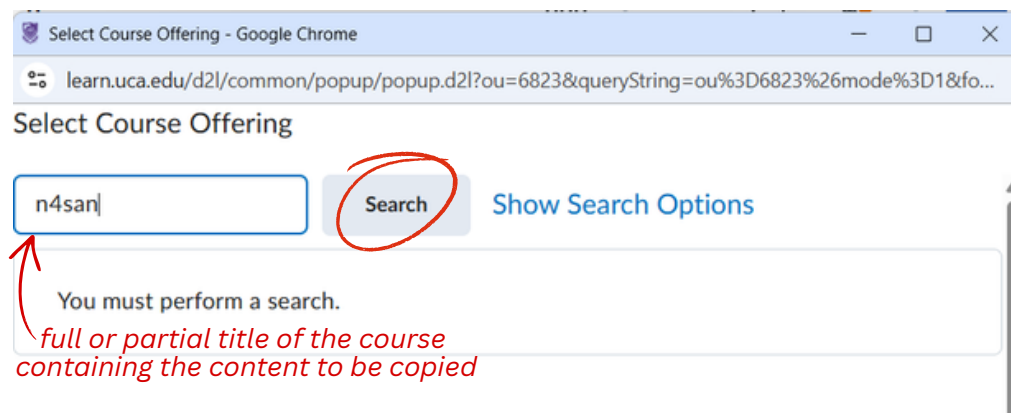
- 3) Click on Import/Export/Copy Components.



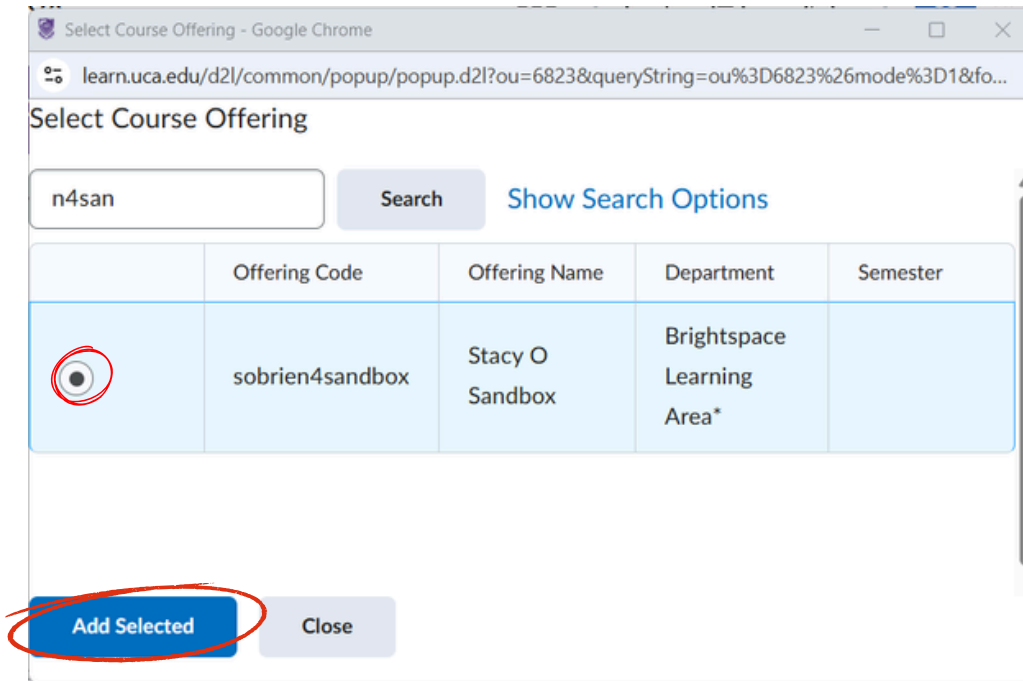
- 4) Keep the button marked on Copy Components from another Org Unit.
- 5) Click on the grey Search for offering button.



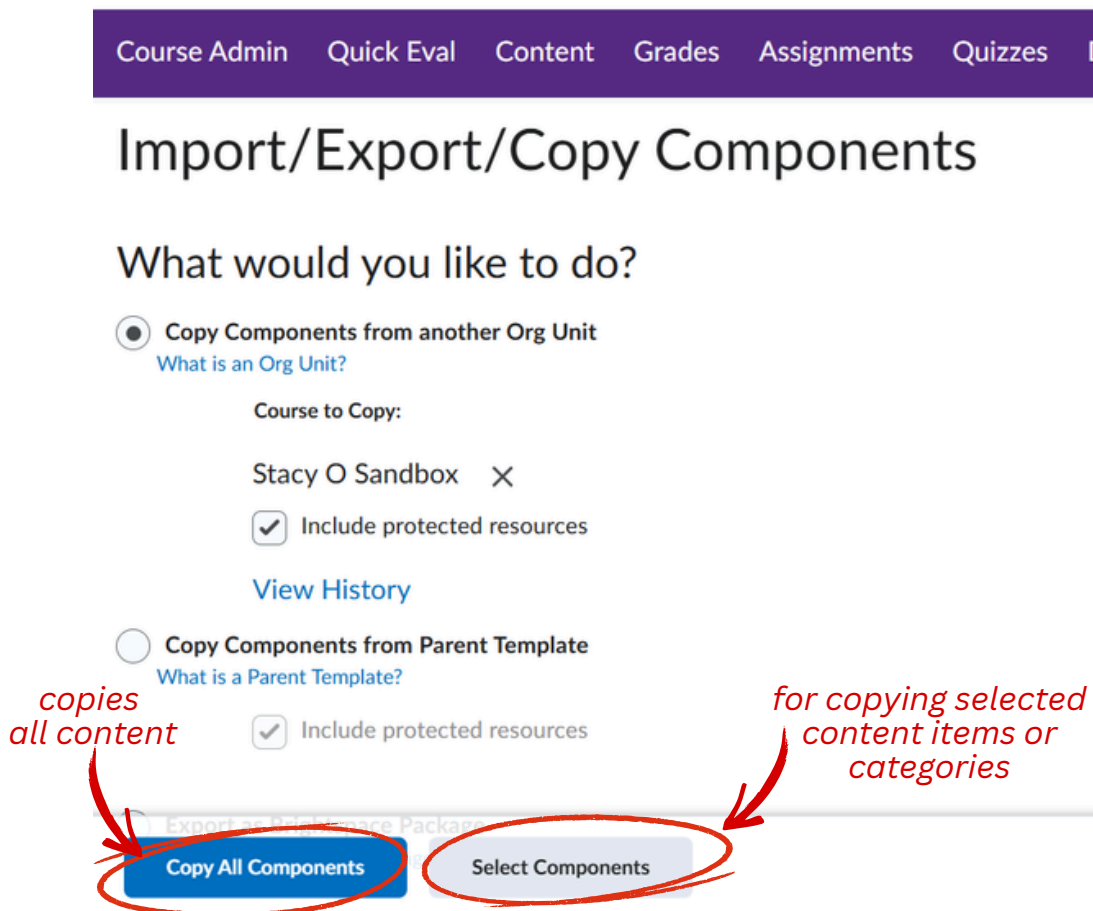
- 6) Enter a few letters or numbers of the course containing the material you are copying and click the grey Search button.



7) Select the course containing the material you are copying and click the blue Add Selected button.



8) Choose the blue Copy All Components button to copy all material, or choose the grey Select Components button to select specific materials.



9) Copying occurs; when complete, choose the grey Review and Manage Dates to Bulk Offset or Bulk Edit Dates, if needed.

The screenshot shows the Canvas LMS interface for a course titled "Stacy O Sandbox". At the top, there is a navigation bar with various icons and a "Stacy Support" link. Below the navigation bar is a purple header with the course title and a list of menu items: "Course Admin", "Quick Eval", "Content", "Grades", "Assignments", "Quizzes", "Discussions", "Media Library", "Calendar", and "More". The main content area is titled "Copy Course Components History". Below this title, there is a table with the following information:

Course Name	Copy All Components Started	Copy Completed
Stacy O Sandbox	stacyo, Monday, April 6, 2026 11:25 AM CDT	Apr 6, 2026 11:25 AM ✓

Below the table, there are three buttons: "Copy Another Package", "View Content", and "Review and Manage Dates". The "Review and Manage Dates" button is circled in red.

10) Go to the home page of your course (click on the course title in the minibar) and confirm that all content has moved in the desired order and manner.