

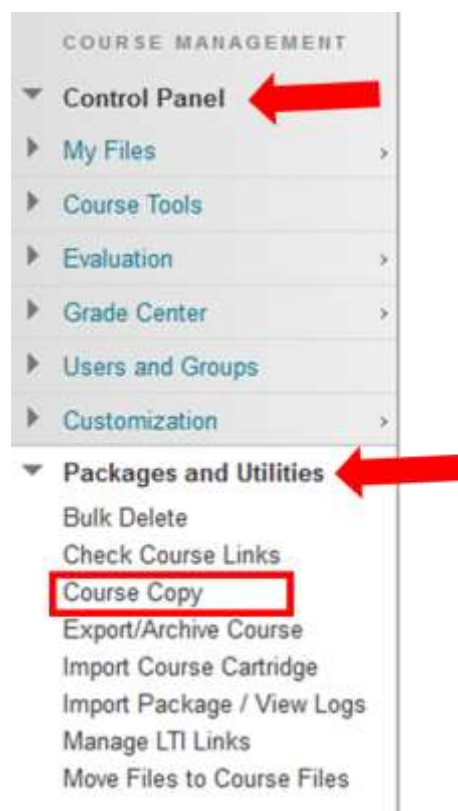
Copying Course Materials

You can copy courses and use them as a convenient way to reuse and adapt existing course structures, materials, and content.

Course Copy- Copying Entire Courses

Blackboard's [Copy Course](#) feature enables you to copy all the content in selected content areas or tool areas to a new course shell.

1. Log in to Blackboard and go to the course from which you wish to copy materials (the source course).
2. Under your Control Panel, click on [Packages and Utilities](#). Click on the option for [Course Copy](#).



- The following page will load. For step 1, you will **Select Copy type**. Please choose the second option, **Copy Course Material into an Existing Course**.



Copy Course

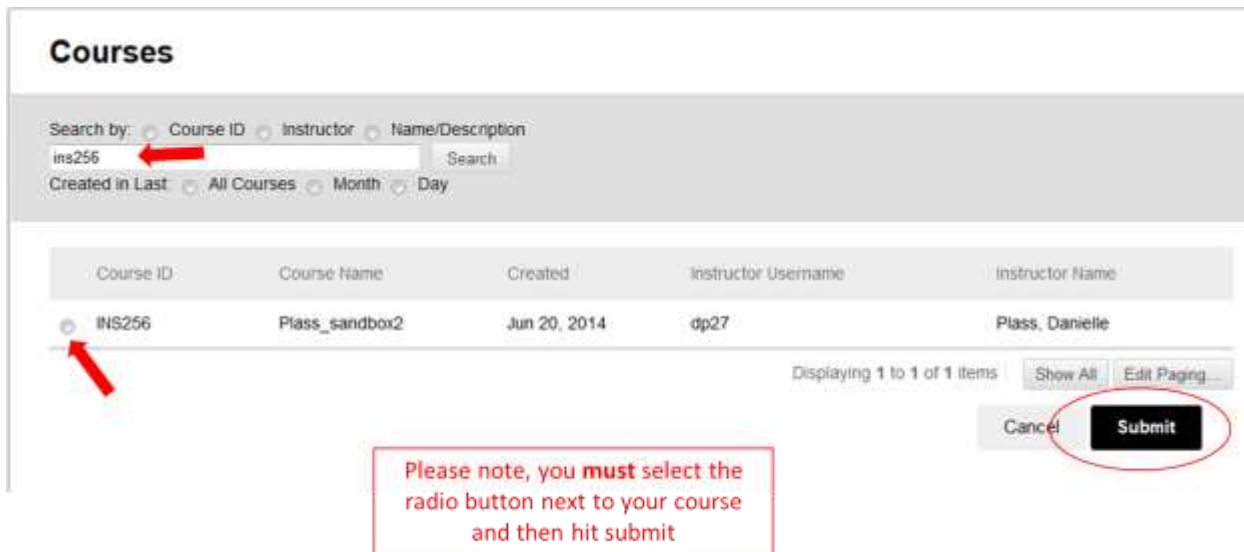
Course Copy can make an exact copy of the Course. Course Copy can also make a copy of some of the materials and create a new Course or add the materials to an existing Course. You must have Manage Permissions on these files in order to make copies of them. [More Help](#)

Cancel Submit

1. Select Copy Type

Select Copy Type: **Copy Course Materials into an Existing Course**

- For step 2, choose the **Destination Course ID** by clicking the **Browse** button. You must be an instructor in the destination course. This is the course where your material will be moved to. A new window will open. Search for your destination course, select it and hit submit.



Courses

Search by: Course ID Instructor Name/Description

ins256 Search

Created in Last: All Courses Month Day

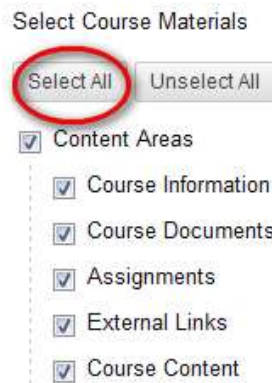
Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> INS256	Plass_sandbox2	Jun 20, 2014	dp27	Plass, Danielle

Displaying 1 to 1 of 1 items Show All Edit Paging...

Cancel **Submit**

Please note, you must select the radio button next to your course and then hit submit

- Under **Select Course Materials** to copy choose **Select All**. New content will be added to the destination course based on your selection, but no existing content will be removed from the source course.



Select Course Materials

Select All Unselect All

- Content Areas
 - Course Information
 - Course Documents
 - Assignments
 - External Links
 - Course Content

6. **IMPORTANT:** If you utilize the Discussion Board and do not want student posts from your prior course copied, you must select – Include only the forums, with no starter posts.

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

7. Enrollments should **NOT** be checked. Copying **Enrollments** will place students from your previous course into the new course. Including enrollments will cause problems with Blackboard.

4. **Enrollments**

Copy enrollments for all users in the Course. This option does not copy user records in the Course, such as grades. User records are only copied with Exact Copy.

Enrollments Include Enrollments in the Copy

5. **Submit**

Cancel Submit

8. Under option 5, click the Submit button.
9. You will see a confirmation message stating that you will receive an email when the course copy is complete.

Success: Course copy action queued. An email will be sent when the process is complete.



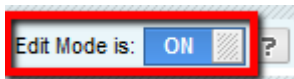
Packages and Utilities

Copying Specific Items

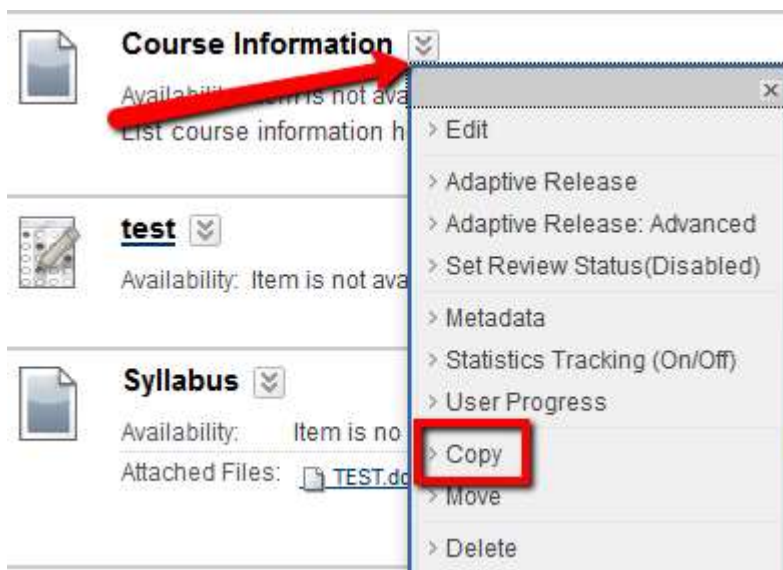
Blackboard's **Copy** feature lets you choose specific folders or items to copy to a new course shell or to another location within the same course shell.

To use the **Copy** feature

1. Log in to Blackboard and go to the course from which you wish to copy materials (the source course). On the top right corner, ensure that the **Edit Mode** is in the **ON** position.




2. Go to the content area (e.g., Course Information) from which you would like to copy a specific document or item. Click the double arrow next to the file of interest and click on **Copy**.



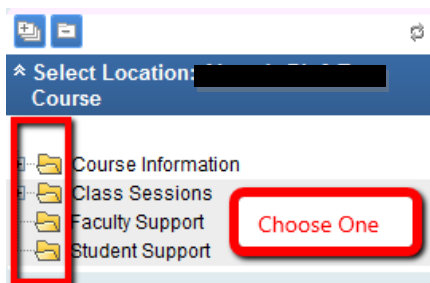
3. Select a **Destination Course (A)** and **Destination Folder (B)**. You can copy the items to a different course or to a different folder in the same course.

DESTINATION

Destination Course **A** 

Destination Folder **B**

- (A) **Destination Course:** Clicking the arrow will provide you with a drop down menu of the courses you teach. Select a different course or the same course if you are moving the item to a different folder.
- (B) **Destination Folder:** Clicking on Browse will open the following prompt. Here you will choose a folder where you would like to place the item.



4. Click **Submit** when you are done.

