

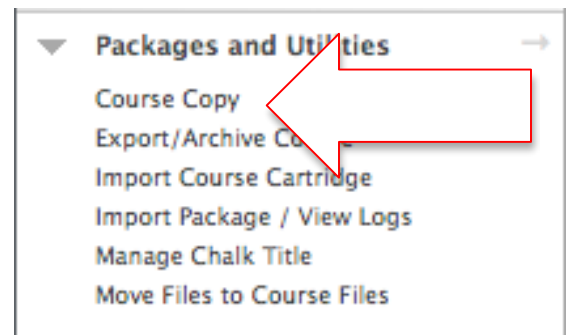
Blackboard Course Copy

The Course Copy feature of Blackboard enables you to copy content from one course to another. Course Copy will add content to a course, but it will not remove existing content.

- When you copy course materials it doesn't overwrite, or delete, anything in the **Destination** course. It just adds to whatever content already exists there.
 - If, you copy course documents, then make a change in the **Source** course (original), and copy course documents again, then the **Destination** course will contain duplicates of everything.
 - Therefore, you should use **Course Copy** only once to bring the bulk of material into a new course, but manage and update each course individually from that point forward.
- If you receive the **Copy Complete** email even though the content is not in the Destination, please wait a little more time and then check your course again.
- When copying over tests, they will appear in the **Test Manager** only. They may appear under Course Tools in Tests Surveys, and Pools. You will have to deploy the test so that students will be able to take the test.

The steps below will allow you to copy the contents of one course - the **Source** - into another course - the **Destination**:


1. Log into Blackboard and enter the Source course (the course you want to copy).
2. Click **Packages and Utilities** under Control Panel then click **Course Copy**.
3. Next to Select Copy Type, it will say **Copy Course Materials into an Existing Course**.



Note: The Destination course must already exist for materials to be copied into it.

4. Click the **Browse** button.

5. The new window looks like this:



Course ID	Course Name	Created	Instructor Username	Instructor Name
2010SP_Intro_to_BB9	2010SP Introduction to Blackboard 9	Sep 28, 2010	jlopez	Lopez, Julie

1. Select Copy Type

Select Copy Type Copy Course Materials into an Existing Course

Browse...

6. Click the radio button next to the course you want to copy.
7. Scroll down to the bottom of the page and click the **Submit** button.

Submit

Note: *The Destination Course ID field will populate with the course you selected.*

8. Select what you want to copy by clicking the check boxes.
 - Content Areas: Content from Content Areas appearing on the Course Menu that have the same name in each course will be added in the same content area.
 - Adaptive Release Rules for Content: Any rules created based on date, membership, or grades will be copied.
 - Announcements: All announcements are copied.
 - Calendar: All calendar items are copied to the new course.
 - Collaboration Sessions
 - Contacts: All contacts are copied.
 - Course Alignments: Any goals associated with content are copied.
 - Discussion Board: When copying over **Discussion Forums**, you have two options.

1. Include starter posts/treads in each forum (anonymized)
 2. Select to 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
 - Glossary
 - Grade Center Columns and Settings: Items in the Grade Center and their settings such as type, categories, and display options are copied.
 - Group Settings: Settings include the names of the groups, the settings for tool availability, and the discussion board forum names.
 - Retention Center Rules
 - Rubrics
 - Settings: If selected, the following settings are copied:
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options

- Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools: All tests and surveys, including questions and options for deploying them are copied. All pools are copied.

9. Under **File Attachments**, click the option for “Copy links and copies of the content.” This will copy your files and links to course content in Blackboard.

Note: If you select “Copy links and copies of the content (include entire course home folder),” you can click Calculate Size to see the size of your package/files that you will be copying over.

If the package size is large, and there are some files that you do not need to copy over, click the **Manage Package Contents** button and the following will display.

- a. On this page, you can select files that you want to remove from the package by checking the checkbox next to them. Anything that is selected here will not be copied.
- b. When ready, click the **Submit** button.

10. When finished, click the **Submit** button.

FILE ATTACHMENTS

Course Files

- ☐ Copy links to Course Files
- ☒ Copy links and copies of the content
- ☐ Copy links and copies of the content (include entire course home folder)

Manage Package

View List

...

Location:

Current size of Course Package: **603.3 MB** (Maximum size Available)

<input type="checkbox"/>	Type	Name	Versions	Last Modified
<input type="checkbox"/>	Folder	ImportedContent_20130307093655		Mar 7, 2013 9:37:02 AM
<input type="checkbox"/>	Folder	ImportedContent_20130503115216		May 3, 2013 11:52:32 AM

Removed Files: **0** ☐

Cancel

Submit

Cancel

Submit