

Copying One Blackboard Course to Another

Copy a Course and its Contents

Blackboard allows you to copy any or all of the content and settings from one course to another as long as you are listed as an Instructor in the source and destination course.

Prior to making copies (getting your destination course ready)

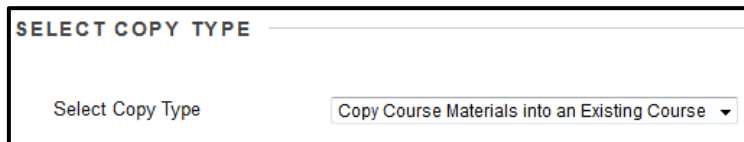
1. Open up the **Destination Course** that you are copying to.
2. Delete all the menu items in the **Destination Course**, *except SOI-Course Surveys and Announcements* by clicking the down arrows next to each item and deleting it. Start at the bottom of the menu and work your way up. Your **Destination Course** will be empty and ready to receive copied materials.

Locating the Course Copy Feature (course you are copying)

3. Open up the **Source Course** that is to be copied.
4. Open up **Control Panel** in the bottom left hand corner of your screen.
5. Click on **Packages and Utilities**.
6. Click on **Course Copy**.

Select Copy Type

- **In Select Copy Type**, leave the default, **Copy Course Materials into an Existing Course**. (This is the ONLY option)

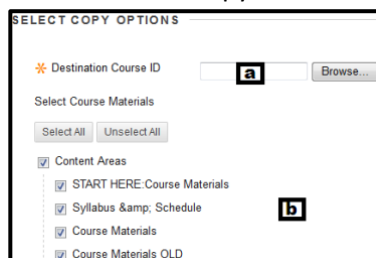


SELECT COPY TYPE

Select Copy Type Copy Course Materials into an Existing Course ▾

Select Copy Options

- **In Select Copy Options:**
 - a. Destination Course ID (required):** Click the **(Browse)** button to search through all the courses where you are listed as an **Instructor**. Find the course, click the radio button and click submit.
 - b.** From the list of checkboxes, select the materials you want to copy to the destination course. You can select individual content areas, by selecting individual checkboxes, or click on SELECT ALL to copy all content over. The SELECT ALL will copy Announcements over.



SELECT COPY OPTIONS

Destination Course ID **a** Browse...

Select Course Materials

Select All Unselect All

Content Areas

START HERE: Course Materials

Syllabus & Schedule **b**

Course Materials

Course Materials OLD

File Attachments

- **In File Attachments**, Leave the default at **Copy links and copies of the content**.

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying l

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)

Enrollments

- **In Enrollments**, leave the default, **DO NOT** click **Include Enrollments in the Copy**.

ENROLLMENTS

Copy enrollments for all users in the course. This option does not copy

Enrollments Include Enrollments in the Copy

Submit

- Click the **SUBMIT** button. At the top of the page you will see:

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

Please check your destination course to make sure all materials have copied over.