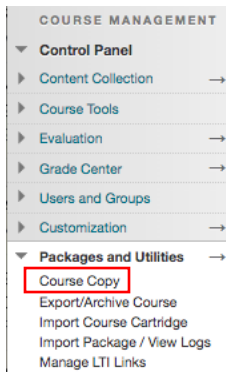


How to Copy a Blackboard Course

The Course Copy tool is a convenient way to reuse and adapt existing course materials semester to semester. A course copy won't replace existing content in a course but add to what is already there.

1. Open the Blackboard course that has the course materials you would like to copy.
2. On the **Control Panel**, click **Packages and Utilities** then select **Course Copy**.



Note: If you don't see the Course Copy option, you may not be the instructor of the course. You must be the instructor of both courses to perform a course copy.

3. Under *Select Copy Type*, keep the default option, **Copy Course Materials into an Existing Course**, selected.

SELECT COPY TYPE _____

Select Copy Type Copy Course Materials into an Existing Course ▾

4. In the *Select Copy Options* section, click the **Browse** button next to *Destination Course ID*.

SELECT COPY OPTIONS _____

* Destination Course ID Browse...

5. In the new window, locate and select the course to which you want to copy and click **Submit**.

Courses

Search by: Course ID Instructor Name/Description

Search

Created in Last: All Courses Month Day

| Course ID | Course Name | Created | Instructor Username | Instructor Name |
|---|--------------------|--------------|---------------------|-----------------|
| <input type="radio"/> TRN27_201802 | Training Course 27 | Jun 6, 2018 | train27 | ITL, train27 |
| <input checked="" type="radio"/> TRN27_201803 | Training Course 27 | Aug 22, 2018 | train27 | ITL, train27 |

Cancel Submit

Note: If you can't find a course, use the search field at the top of the window or scroll to the bottom of the window to check for additional pages.

6. Under *Select Course Materials*, select what you want to copy OR click **Select All** to copy everything.

Note: *It won't impact the copy to include items that you don't use; however, you can uncheck anything you don't want like last year's Announcements or Syllabus. Student grades are NOT copied in this process.*

SELECT COPY OPTIONS

* Destination Course ID

Select Course Materials

Content Areas

Syllabus

Weekly Sessions

Electronic Reserves

Assignments

Tests

- To copy Assignments, be sure to select the **Content Area** where the assignment is (e.g., Assignments) and the **Grade Center Columns and Settings**.
- To copy Tests, be sure to select **Tests, Surveys and Pools**, the **Content Area** where the test is in (e.g., Tests), and the **Grade Center Columns and Settings**.
- You may want to change the Discussion Board setting to **Include only the forums, with no starter posts**. If you don't make this change, all of the original threads from the previous semester will copy into the new course.

7. In *File Attachments*, keep the default option, **Copy links and copies of the content**, selected.

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)

Cancel

Submit

8. Click **Submit** at the bottom of the page to begin the copy. You will receive an email when the course copy has finished. Any content copied can be modified in the destination course.