COPYING COURSE MATERIAL INTO ANOTHER COURSE

The course copy feature in Blackboard can copy content from one course into another existing course. This is useful if an instructor is teaching the same course each semester.

TO COPY A COURSE, YOU MUST BE AN INSTRUCTOR OR TA IN BOTH COURSES.

VERIFY INFORMATION

Before starting the course copy process, verify the following:

- The name of the course to copy content from (source)
- The name of the course to copy content to (destination)
- Verify that you are a TA or Instructor in both courses
- Determine whether you want to copy all course content or only tests and assignments

OPEN COURSE COPY

To start the copy process, log into Blackboard and enter the course you wish to copy content from. That is referred to as the source.

In the course, go to the course menu on the left (pictured) to do the following:

1. Click to expand to the Control Panel
2. Click to expand Packages and Utilities
3. Click Course Copy

SET SOURCE AND DESTINATION COURSES

4. In the next page, go to Select Copy Type and select Copy Course Materials into an Existing Course
5. In Select Copy Options click Browse
   A POP-UP WINDOW WILL OPEN.
6. In the courses page, search and select the course you wish to copy content to (destination)
   YOU CAN ALSO USE THE SEARCH FEATURE TO FIND A COURSE.
7. Click Submit
The copy tool is now set to route content to your selected course. To copy all course content, proceed to scenario 1. Use scenario 2 if you only want to copy assignments and tests.

COPY SCENARIO 1 – COPY ALL COURSE CONTENT

To copy all course content, do the following in section 2:

1. Click Select All
2. Uncheck Announcements
3. Select Discussion Board: Include only the Forums, with no starter posts
4. In File Attachments, select Copy links and copies of the content
5. Click Submit

A message will be displayed noting that the request has been queued and that an email will be sent to you when the process is completed.

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

Proceed to the next section.
COPY SCENARIO 2 – COPY ASSIGNMENTS AND TESTS

To copy only the course’s assignments and tests, do the following in section 2:

1. Check Content
2. Check Grade Center Columns and Settings
3. Check Tests, Surveys, and Pools
4. In File Attachments, select Copy links and copies of the content

**DO NOT COPY ENROLLMENTS.**

5. Click Submit

A message will be displayed at the top reporting that the request has been queued and that an email will be sent to you when the process is completed.

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

Proceed to the next section.
COPY REQUEST – WAIT FOR COMPLETION

Please wait for the process to complete. This process can take about 3 to 5 minutes to complete. Log off while the copy operation processes. Log back in after a few minutes.

BLACKBOARD WILL SEND YOU AN EMAIL WHEN THE COPY PROCESS IS FINISHED.

The following Course Copy process has completed: Source BBTraining_Staff | Destination BB_Training_2018

The results of the process are shown below.

Operation successful.

IT IS IMPORTANT TO WAIT FOR THE COPY PROCESS TO COMPLETE.

DO NOT ATTEMPT MULTIPLE COPY ATTEMPTS. MULTIPLE ATTEMPTS WILL RESULT IN DUPLICATES.

VERIFY AND CLEANUP

When the process is completed, enter the destination course to verify that all of the requested content has been successfully copied.

Lastly, check all links and remove duplicate entries which may be in the menu or in the content section.