

## Copying Course Materials

---

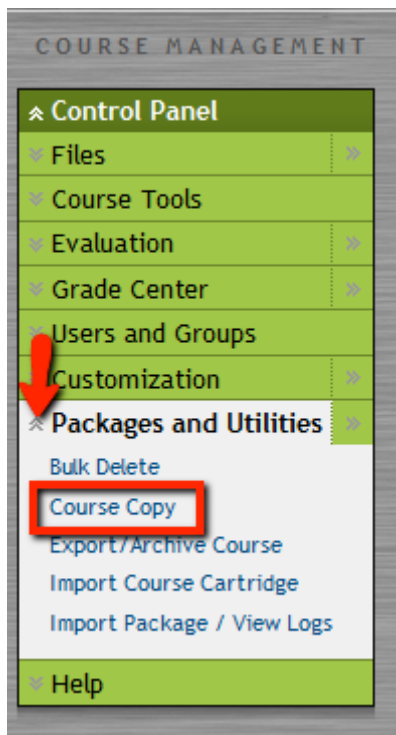
### Overview

As you prepare your Blackboard courses, you may find that you would like to reuse material from a previous semester. Blackboard provides two methods for copying materials from one course to another. The **Course Copy** feature is useful for copying most or all of an existing course to a new course shell. The **Copy** feature is useful for copying individual items (i.e. documents, PowerPoint presentations, etc) or folders to a new course shell or to a different location within an existing course. The two methods are described below.

### 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. In the left toolbar, you will see a heading that says **Control Panel**. Click on the double arrow next to **Packages and Utilities**. Click on the option for **Course Copy**.



3. The following page will load. For step 1, you will **Select Copy type**. Please choose the

second option down, 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 a New Course
- Copy Course Materials into an Existing Course**
- Copy course with Users (Exact Copy)

2. SELECT COPY OPTIONS

4. 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 to which your material will be moved.

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

2. SELECT COPY OPTIONS

★ Destination Course ID  Browse...

**Select Course Materials**

- Content Areas
  - Getting Started
  - Course Information
  - Course Materials
  - Assignments
- Adaptive Release Rules for Content

User criteria will not be captured if Enrollments are not included. Assignment submissions will not be captured if the Grade Center Columns and Settings are not included.

- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

**NOTE:**

- 1) If **Content Area** items contain items attached to Grade center, **Grade Center Columns and Settings** should be selected.
- 2) If **Grade Center Columns and Settings** is selected, the **Tests, Surveys, and Pools** option should be selected.

5. Step 4 should NOT be checked. Copying **Enrollments** will place students from your previous course into the new course. Including enrollments will cause problems with Blackboard. Finally, under option 5, click the **Submit** button.

#### 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

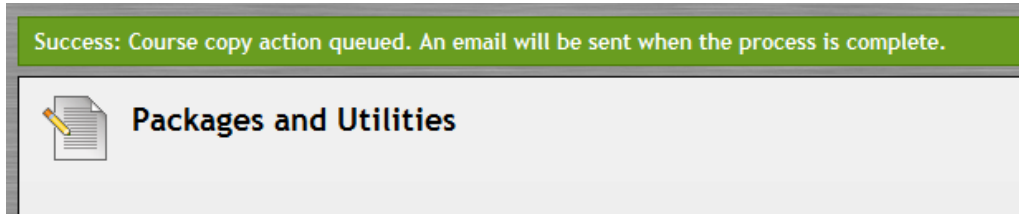
Do NOT check this!

#### 5. SUBMIT

Cancel

Submit

6. You will see a confirmation message stating that you will receive an email when the course copy is complete.

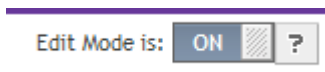


### Copying Specific Items

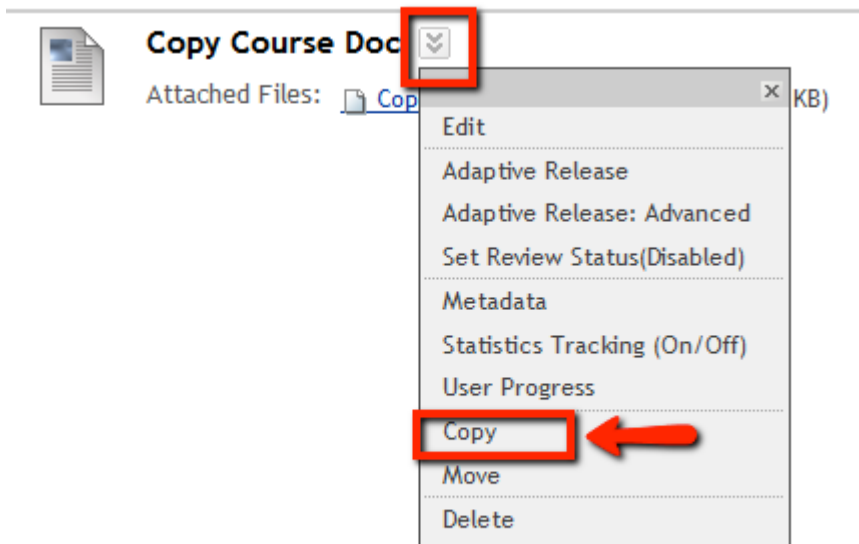
Blackboard's **Copy** feature lets you choose specific folders or items to copy to a new course shell or to another location within the same course shell.

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**.

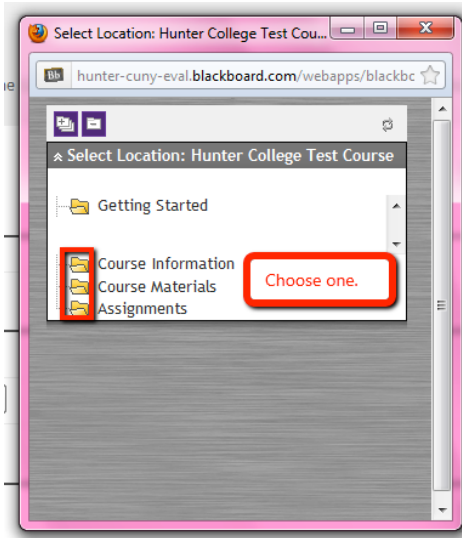


3. Select a **Destination Course (A)** and **Destination Folder (B)**. You can copy the items to a different course or to a different folder in the same course.

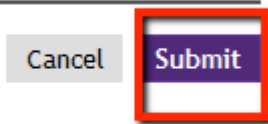
2. **DESTINATION**

Destination Course	Hunter College Test Course	<input type="button" value="v"/>
Destination Folder	<input type="text"/>	<input type="button" value="Browse..."/>

- (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.



Created by Hunter College – ICIT Department