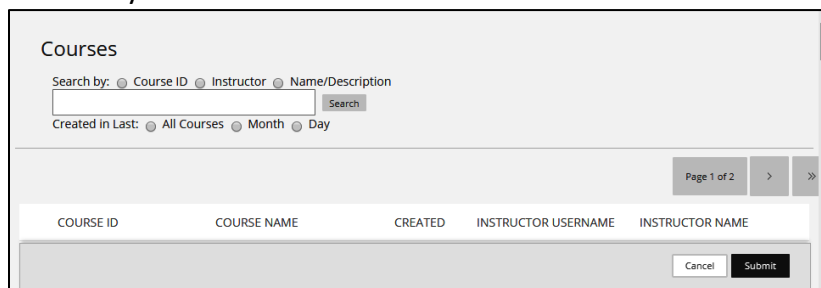
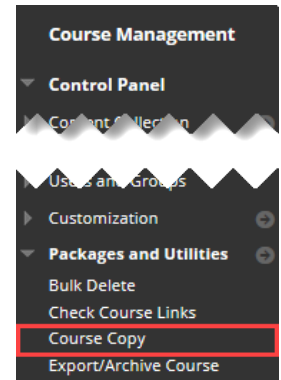


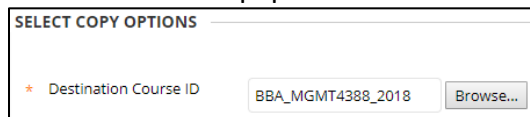
COPY AN EXISTING Bb COURSE TO ANOTHER EXISTING COURSE

The Blackboard Copy Course tool allows users to copy an entire course, or parts of a course, into an existing course. The user must be listed as an instructor in both the source and destination courses in order to perform this operation.

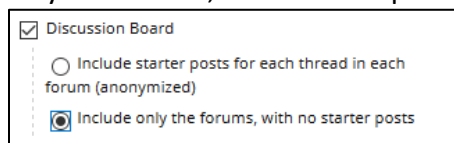
1. From within your **SOURCE** Blackboard course
 - a. Go to the **“Course Management”** section of the course menu (you may need to click **“Control Panel”** to expand the menu)
 - b. Click **“Packages and Utilities”**
 - c. Select **“Course Copy”**.
2. On the Copy Course page –
 - a. Scroll to the **“Select Copy Options”** section and click the **“Browse”** button to view the list of your courses.



- b. In the popup window that appears, select the appropriate course ID from your list of courses then click **“Submit”**.
- c. The course ID will populate in the Destination Course ID Box, as illustrated below.

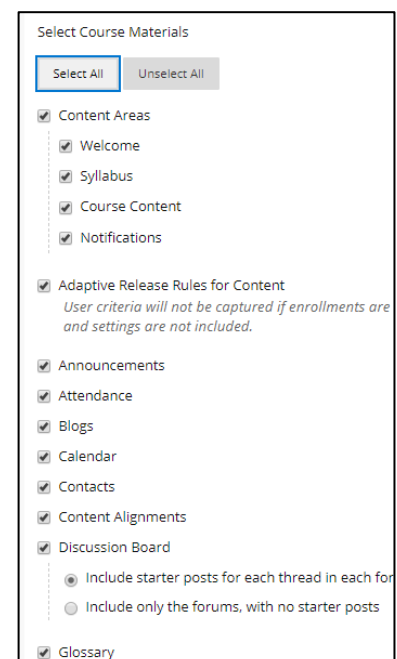


3. Select Course Materials to be copied. Here are some recommendations:
 - a. Use the **“Select All”** option – this will bring over all items (*without enrollments*).
 - b. Uncheck items that you do not need, like Announcements, etc.
 - c. If Discussion Board will be copied to the new course, select the **“Include only the forums, with no starter posts”** option.



4. **File Attachments** section - ensure **“Copy links and copies of the content”** is selected.

Caution: If you did not choose **Select All** and your source course has **Assignments and Assessments** you wish to copy to your destination course then ensure that **“Grade Center Columns and Settings”** and **“Test, Surveys & Pools”** are checked, otherwise these items will not be copied.



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5. Click “**Submit**” and you will receive a queue notification.

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

It may take anywhere from a few minutes to an hour for the copy process to complete. You will also receive an email from Blackboard confirming whether the operation was successful, or errors were encountered.

Bb RULES FOR COPYING CONTENT:

- Bb Course Copy tool **does not** modify any existing content in the destination course.
- Newly copied items are added to the existing university template. Course menu items are added to the bottom of the course menu, and content items to the bottom of the pages.
- Item naming resolution:
 - If a course area in the source course does not exist – it will be added to the bottom of the destination course menu
 - If a course area in the source course has the same name as in the destination course – content from the source course will be added at the bottom of the destination course area with the same name
 - If a course area in the source and destination course are named the same but are different types – new name with appended numeral will be created for it in the destination course

AFTER RECEIVING Bb CONFIRMATION, VERIFY THE FOLLOWING IN YOUR DESTINATION COURSE:

- Your course menu items order – menu items may need to be rearranged (newly copied content may appear at the bottom of the menu). ***Drag and drop the links to the appropriate locations in the menu if needed.***
- *Welcome* - review items in the Welcome item and delete any duplications present. Newest items are located at the bottom of the page.
- The course content, assignments, assessments, Grade Center, etc. copied correctly.
- Use Date Management tool (Control Panel > Course Tools > Date Management) to edit dates in the new course.