

Copying an Existing Bb Course to another Existing Bb Course

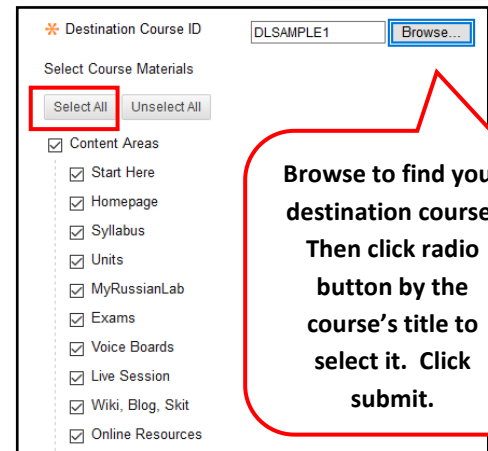
1. From within your SOURCE Blackboard course, go to Control Panel click to expand Packages and Utilities → then select Course Copy.



2. On the Copy Course page –

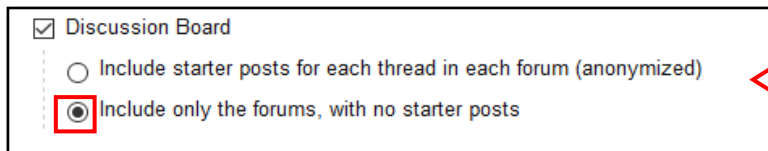
- **Select Copy Type** gives you only one option – leave as is.
- **Select Copy Options** – identify the **DESTINATION** course that materials will be copied into.

- Click the **Browse** button to view the list of your courses. In the popup window that appears, select the appropriate course ID from your list of courses and click Submit. The course ID will populate in the Destination Course ID Box.



Browse to find your destination course. Then click radio button by the course's title to select it. Click submit.

- **Select Course Materials you want to copy over:**
 - We recommend to use the **Select All option** – this will bring over all items (without enrollments). You may want to uncheck several items that you do not need, like Announcements, etc. Do change the Default in Discussion Board setting to include only the forums, with no start posts.

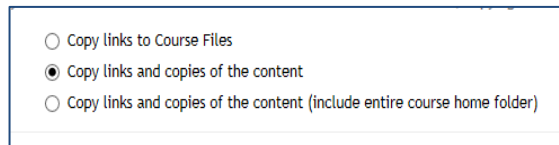


Change the default on Discussion Board options to include only

Caution: If your course has Assignments and Assessments – be sure that “Grade Center Columns and Settings” and “Test, Surveys & Pools” are checked – otherwise these items will not copy.

File Attachments - Leave the default as is, 2nd bullet.

Enrollments – Leave unchecked.



3. Click Submit and you will receive a queue notification. It may take anywhere from 15 minutes to an hour for the copy process to complete.

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

You will receive a confirmation email from Blackboard re-stating the source course, destination course, and whether the operation was successful. If any errors were encountered – the email will list those as well.

If you are not sure what those errors are, contact ithelp@tamucc.edu or call 361-825-2692.

Bb Rules for copying content:

- Bb does not delete, remove, or replace anything in the destination course.
- Newly copied items are added to the existing university template (at the bottom of the blue menu) or at the bottom of the page (content items).
- Items 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 main (blue) menu order of items may need to be rearranged – your newly copied content may be at the bottom of the menu. Drag and drop the links to the appropriate locations in the menu.
- Start Here - review items in the Start Here item and delete duplications if present. Newest items are located at the bottom of the page.
- Check that 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.