Copying an Existing Bb Course to another Existing Bb Course

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

2. On the **Copy Course** page –
   
   **Section 1 - Select Copy Type** gives you only one option – leave as is.

   **Section 2 - Select Copy Options**, click the **Browse** button and select the destination course shell from the **Courses** popup screen, then click the **Submit** button at the bottom when done.

   ![Image of selecting copy options]

   **Next - Select Course Materials** gives you two options:

   - **Select All** – will bring over all items (without enrollments)
   - Or you can go down the list and **SELECT ITEMS** for copying.
     
     **Caution:** Links to parts of the course that are not included in the copy will break when links appear in the destination course. (e.g. if a link to a test appears in the course area but you choose not to copy tests, the link to the test will break)

   ![Image of course materials]

   **Change the default on Discussion Board options to include only the forums..**

   ![Image of discussion board options]

   ![Image of course copy process]
Section 3 File Attachments:
• Leave the default as is, 2nd bullet.

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:
  o If a course area in the source course does not exist – it will be added to the bottom of the destination course menu
  o 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
  o 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. You can 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.