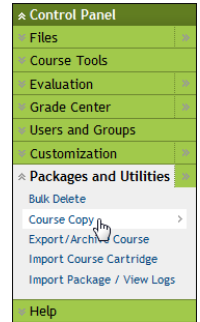


Copying an Existing Bb Course to another Existing Bb Course

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** pop up screen, then click the **Submit** button at the bottom when done.

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)

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

Section 3 File Attachments:

- Leave the default as is, 2nd bullet.

Copy links to Course Files

Copy links and copies of the content

Copy links and copies of the content (include entire course home folder)

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. 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.