

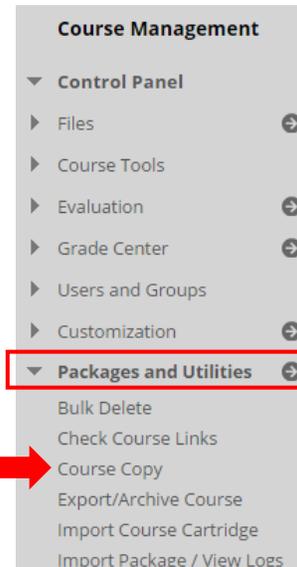
Technology Services



Course Copy

Blackboard allows an instructor to copy the contents of a course into another course section. This is helpful when a new semester begins and you want to reuse the content from the previous section without having to build the content again.

To copy content, begin by navigating to the previous course (the course that has the content in it). Once you are inside the course, scroll down to the **Control Panel** on the bottom left and click the **Packages and Utilities** link as shown in the image on the right:



The menu will expand with additional options. Click **Course Copy**:

On the **Course Copy** page, look at section one and ensure that the **Select Copy Type** option is set to **Copy Course Materials into an Existing Course**.

Under Section 2: **Select Copy Options**, click the **Browse** button to the right of **Destination Course ID**:

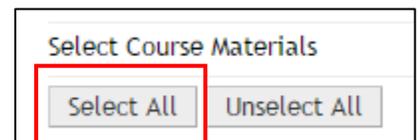


A pop-up appears with a list of your enrolled courses. Search for the new course that you want to copy the contents into. When you find the course, click the bubble to the right of the course, and then click **Submit**:

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> 20180440029	SOWK 661:1AS - Appalchn Cult, Struct, Envrmt (40029) - First Summer Term 2018	Mar 15, 2018	rickb inghramcs	Browning, Rick Inghram, Charles
<input checked="" type="radio"/> 0180440044	EDUC 540:1AS - Assess & Eval in Education (40044) - First Summer Term 2018	Mar 15, 2018	rickb reynoldsda	Browning, Rick Reynolds, Anita
<input type="radio"/> ACCT-206-DEV	ACCT 206 Summer 2 Developmental Shell	Apr 6, 2018	rickb lisajennings	Browning, Jennings,
<input type="radio"/> APPQMRsample	QM Sample - Business Management Course	Nov 6, 2017	rickb	Browning,
<input type="radio"/> Basic_Online_Facilitator	Basic Online Facilitator Course	Aug 5, 2016	rickb	Browning,
<input type="radio"/> EDUC_TIR_Countinuous	EDUC TIR - Teachers in Residence Program (Continuos)	Jun 8, 2016	ngburton rickb williams	Burton, M. Browning, Williams, M...

Cancel Submit

Next, click the **Select All** button to ensure that all course content will be copied. Everything can be checked. It's ok if you do not use Journals and the option is checked. After clicking **Select All**, make sure each item is checked off.



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Only one item should be changed from the default: the option under **Discussion Board**. Scroll down to **Discussion Board** and select the second option, **include only the forums, with no starter posts**. This makes sure no posts made by students are copied over:

- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary

Next, scroll down to the **Submit** section and click the green **Submit** button in the lower right corner. Sections 3 and 4 can be left on the default.

You will then receive a confirmation message that the action has been queued:

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

Please wait approximately five minutes, then navigate to your new course and the content will be available.

Any **Course Menu** items that you had in your course that does not match the menu items from the template will appear at the very bottom of the **Course Menu**. In this case, you will need to rearrange the items to your liking. You can also delete any items you will not use, such as Module 8, for example. To delete, click the icon to the right of the title and select the **Delete** link.