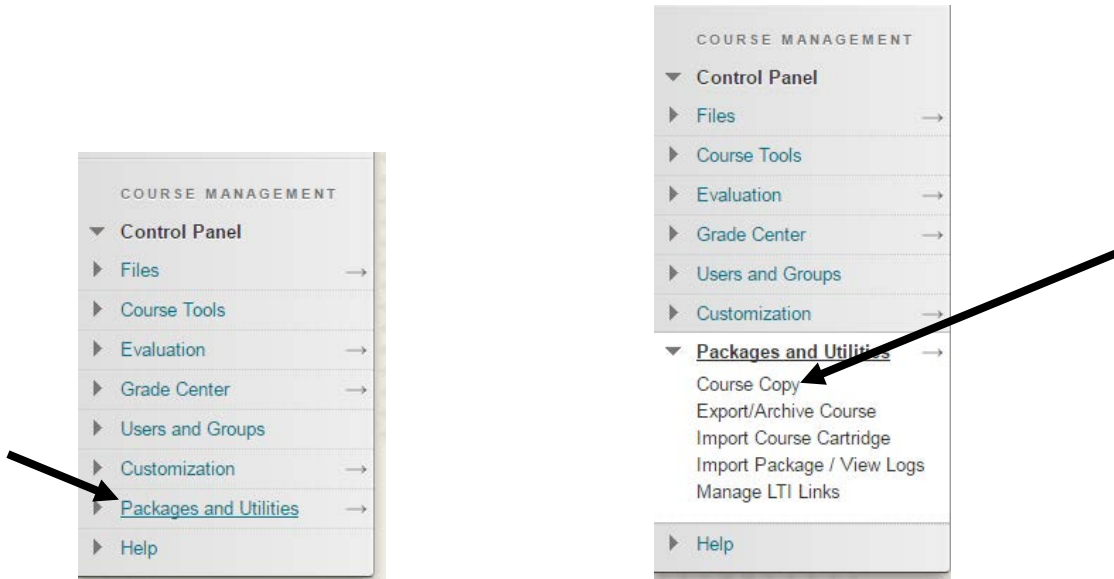


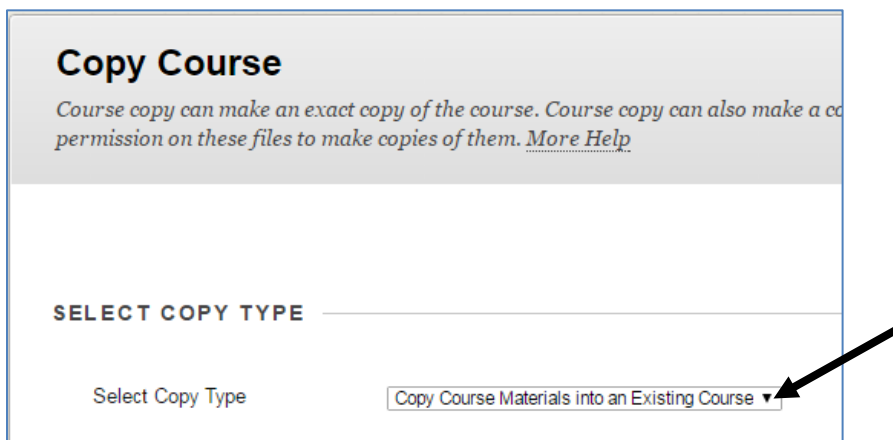
# Copy Course Content

The Course Copy utility allows instructors to copy content from one course into another course in the Blackboard Learning System. This is useful at the beginning of a semester as it allows faculty to copy course content from a previous semester to a newly created empty course. The Course Copy utility is also useful if you teach multiple sections of a course. You can create content in one section and then copy the content into the other sections.

1. Get into the course that has the content you want to copy. Go to Control Panel and click on **Packages and Utilities** to expand it, and then click on **Course Copy**.



2. In the Copy Course window, select **Copy Course Materials into an Existing Course** in the Select Copy Type field.



3. In the Select Copy Options section, click **Browse** to locate the course you would like to copy the course content into.

**SELECT COPY OPTIONS**

\* Destination Course ID

4. After clicking Browse, another window will pop up with a list of your courses. Click on the radio button for the destination course (course you would like to copy contents into) and click **Submit** when done.

Blackboard @ Xavier University

Home Courses Faculty Resources Student Resources

**Courses**

Search by:  Course ID  Instructor  Name/Description

Search

Created in Last:  All Courses  Month  Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input checked="" type="radio"/> Bb91Sandbox.Training	Bb91Sandbox.Training	Feb 3, 2011	jflorent	Florent, Janice
<input type="radio"/> Bb91Sandbox.Training-01	Bb91Sandbox.Training-01	Jul 26, 2011	jflorent	Florent, Janice
<input type="radio"/> Bb9Sandbox.jflorent	Bb9Sandbox.jflorent	Jan 3, 2011	jflorent	Florent, Janice

Displaying 1 to 3 of 3 items Show All Edit Paging...

Note: Once you click on Submit, you will be returned to the copy course window and the course ID will be entered into the Destination Course ID field.

**Double-check to make sure the correct destination course is selected. There is NO way to reverse the copy process once you submit the course copy request with the wrong course.**

5. Select the areas of the course you want to be copied into the destination course.

**SELECT COPY OPTIONS**

\* Destination Course ID

Select Course Materials

- Content Areas
  - Home Page
  - Information
  - Assignments
  - Content
  - Collaborate Online
  - VoiceThread
- Adaptive Release Rules for Content  
*User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.*
- Announcements
- Blackboard Collaborate Voice Authoring
- Blackboard Collaborate Voice Board
- Blackboard Collaborate Voice Podcaster
- Blackboard Collaborate Voice Presentation
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

Note: Care should be taken when selecting content areas with items that have columns which were automatically created in the Grade Center. If you have content areas with items that have columns which were automatically created in the Grade Center, you should include Grade Center Columns and Settings in the copy as well. **Failure to include linked items in the course copy will result in broken links in the destination course.**

6. In the File Attachments section, choose the “Copy links and copies of the content” option.

**FILE ATTACHMENTS**

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

File attachments options explained:

**Copy links to Course Files:** No copies of linked files are included in the copy. The copied course has the same set of links and those links point back to the original location of the link defined in the origin course.

**Copy links and copies of the content:** Makes copies of linked files but ONLY those files that are linked to course content. Files within the course's home folder that are not linked to any content are NOT included in the copy.

**Copy links and copies of the content (include entire course home folder):** Makes copies of ALL files in the course's home folder, *even if the files are not linked to course content.*

7. Click Submit to process the course copy request.

Click **Submit** to proceed. Click **Cancel** to go back.

The following link to Blackboard’s help file provides additional information on the behavior of the copied materials.

[https://en-us.help.blackboard.com/Learn/Instructor/Course\\_Content/Reuse\\_Content/Copy\\_Courses](https://en-us.help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Copy_Courses)