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.
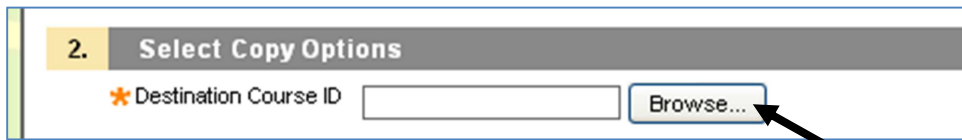
1. Get into the course that has the content you want to copy. Go to Control Panel and click on **Packages and Utilities** to expand it**,** and then click on **Course Copy**.
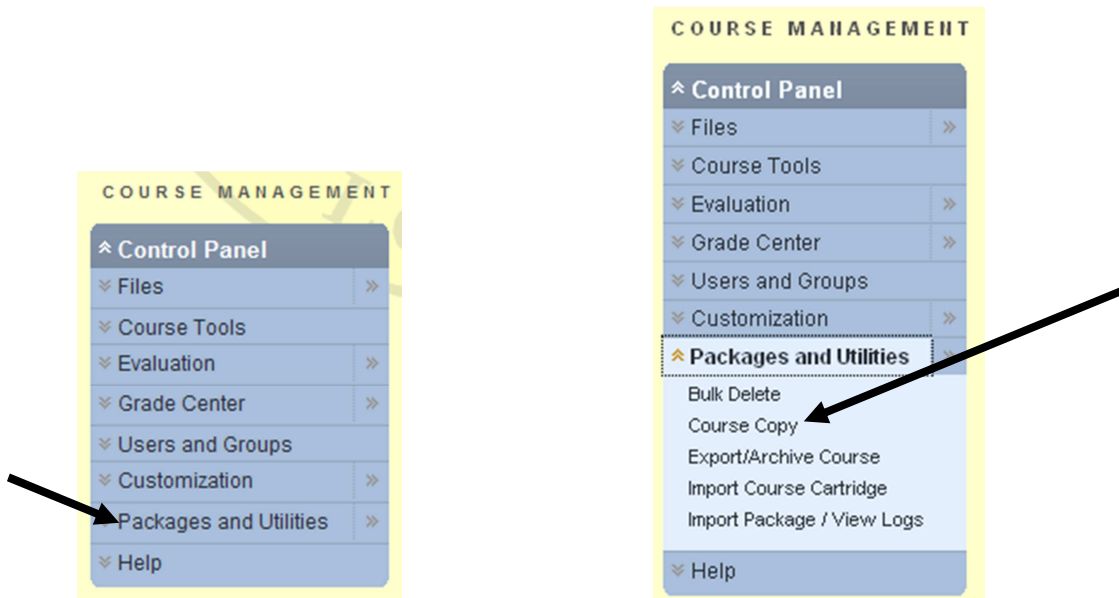
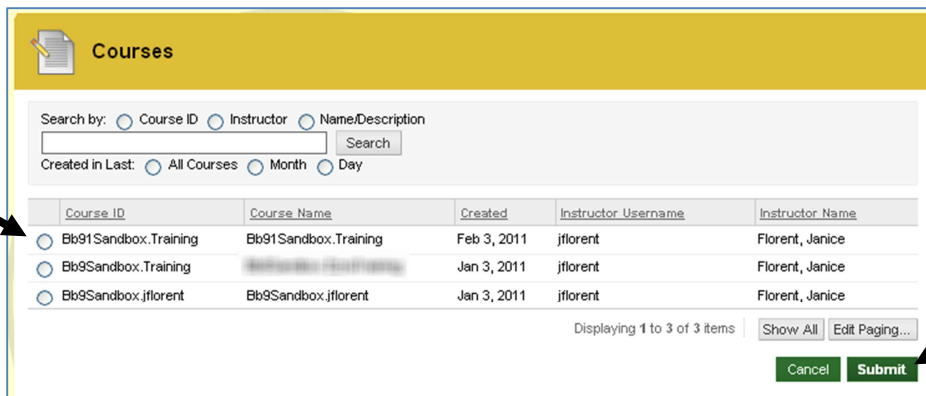2. In the Copy Course window, select **Copy Course Materials into an Existing Course** in Select Copy Type field.
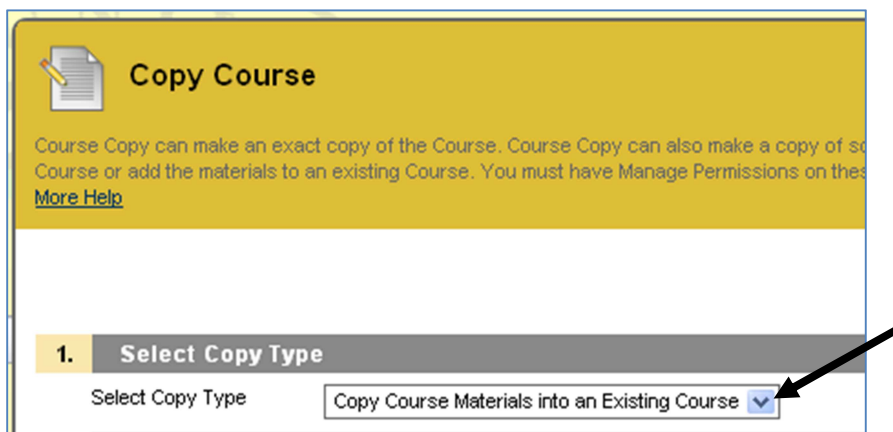
3. In the Select Copy Options section, click **Browse** to locate the course you would like to copy the course content into.

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.

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.

   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.**

6. Use Manage Package Contents to choose which course files to include in the copy. Use Calculate Size to make sure course files package size does not exceed the limit.

7. Leave Enrollments unchecked.

8. Click Submit to process the course copy request.

The following information from Blackboard's help file provides additional information on the behavior of the copied materials.

http://help.blackboard.com/instructor/Content/_instructor_course/instructor_course_manage_copy.htm

Behavior of Copied Materials

- **Content**: Course materials, including uploaded files, Learning Modules, and links are copied. Course Information, Course documents, Assignments and URLs are optional.

  Note: Assignments created inside Lesson Plans will not copy properly. Be sure to copy your assignments separately to ensure that everything is correct.

- **Announcements**: All Announcements are copied.

- **Tests, Surveys, and Pools**: All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied.

- **Calendar**: All Calendar items are copied to the new Course.

- **Discussion Board**: Discussion Board Forums, including the initial message in the forum, are copied.

- **Grade Center Items and Settings**: Items in the Grade Center, and their settings, such as type, categories, and display options, are copied.

- **Group Settings**: Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names.

- **Contacts**: All Contacts are copied.

- **Course Settings**: When you select **Settings**, the following settings are copied:
  - Course Name
  - Course Description
  - Course Entry Point
  - Course Design
  - Course Banner
  - Blackboard Tools
  - Building Block Tools
  - Content Tools
  - Course ID
  - Course Availability
  - Guest Access
  - Observer Access
  - Course Duration
  - Enrollment Options

Note: While copying, the Course Availability of the source course will be applied to the destination course. If the destination course's availability is set to unavailable, but the original course is available, the destination course's availability will be changed.

- **Links**: Links to parts of a Course that are not included in the copy will break when the links appear in the destination Course. For example, if there is a link to a Test in a Course area and Assessments are not copied, the link to the test will break.

- **Course Cartridge Materials**: The Course Cartridge Materials option is only successful if the source Course includes Copy Protected cartridge content and the destination Course does not have a Cartridge ID.

- **Content Areas**: Content from Course Menu content areas that have the same name in each course will be added in the same content area. Nothing will be removed from the destination course and replaced with content from the source course.

- **Enrollments**: If Enrollment is selected, the list of users in the Course will be copied. User records, such as discussion board posts, grades, and assessment attempts will not be copied.

  Note: User records are only copied if the **Copy Course with Users (Exact Copy)** option is selected.

Resolving Course Items

When copying content and tools from one Course to an existing Course, the Course Menu must resolve itself in the destination Course. The table below describes the how Course Menu items are resolved.

If . . .	then . . .
a Course area in the source Course does not exist in the destination Course	the area will be added to the Course Menu in the destination Course.
the Course area in the source Course and the Course area in the destination Course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the source Course will be added, but will not replace, the content in the area within the destination Course.
the Course area in the source Course and the Course area in the destination Course have the same name but are of different types	the Course area from the source Course will be added to the destination Course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1.

Copying Course Cartridge Content

Copy Protected Cartridge content is only copied if the **Course Cartridge Materials** option is selected. This option only appears if there is Copy Protected Cartridge content in the Course. The destination Course maintains the availability settings for the source Course.

If the destination Course already has a Cartridge ID (meaning it already includes Copy Protected cartridge content), neither the cartridge content nor the Cartridge ID may be copied from the source Course to the destination Course. If the **Course Cartridge Materials** option is selected, the copy operation will be successful, but a note in the receipt states that the Course Cartridge Materials will not be copied.

If the source Course and the destination Course have the same Cartridge ID, the content may be copied successfully.