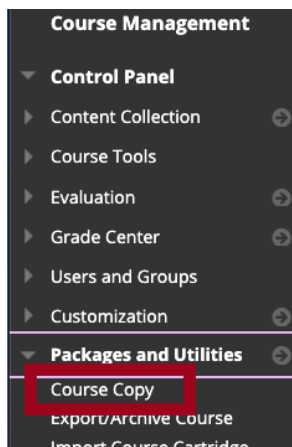


Blackboard: Copy Course Materials into Another Course

A Course Copy is a convenient way to reuse and adapt existing course materials semester to semester. Student work and grades cannot be copied in this process.

1. Open the Blackboard course that has the course materials you would like to copy.
2. On the **Control Panel**, click on **Packages and Utilities** and then select **Course Copy**.



***Note:** If you do not see Course Copy, you may not be listed as the course instructor. You must be the instructor of both courses to perform a course copy.*

3. Under *Select Copy Type*, select **Copy Course Materials into an Existing Course**.

The screenshot shows a dropdown menu titled 'SELECT COPY TYPE'. The selected option is 'Copy Course Materials into an Existing Course', which is highlighted with a blue border.

4. Under *Select Copy Options*, click the **Browse** button next to **Destination Course ID**.

The screenshot shows the 'SELECT COPY OPTIONS' section. A red arrow points to the 'Browse...' button located next to the 'Destination Course ID' input field.

5. In the new window, locate and select the course to which you want to copy and click **Submit**.

The screenshot shows the 'Courses' search results window. It includes a search bar and a table of courses. The first row is highlighted in yellow.

COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
TRN05_202101	Training Course 05	Apr 7, 2021	train05	ITL_train05
DEV_train05_course001	TestCourse	Feb 17, 2011	train05	ITL_train05

Buttons for 'Cancel' and 'Submit' are visible at the bottom right of the window.

***Note:** If you can't find a course, use the search field at the top of the window or scroll to the bottom of the window to check for additional pages.*

6. Under *Select Course Materials*, click on **Select All** to copy all course materials.

Note: If you do not Select All, please review the following information before moving on to the next step. Some Blackboard content is linked to more than one area. So, if you do not check all the necessary options, certain materials will not be copied effectively.

- To copy **Assignments**, select:
 1. the **Content Area** where the assignment is located (e.g., Assignments)
 2. **Grade Center Columns and Settings**

- To copy deployed **Tests**, select:
 1. the **Content Area** where the test link is located (e.g., Tests)
 2. **Tests, Surveys and Pools**
 3. **Grade Center Columns and Settings**

- To copy **Discussion Boards**, select:
 1. **Discussion Board**
 2. **Include only the forums, with no starter posts**. If you don't make this selection, the first post in each forum will be copied into the destination course.
 3. **Grade Center Columns and Settings** if any discussions are graded.

Select Course Materials

Select All Unselect All

- Content Areas
- Syllabus
- Outline
- Lectures
- Electronic Reserves
- Tests
- Assignments
- Adaptive Release Rules for Content
- Announcements
- Attendance
- Blogs
- Calendar
- 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
 - Availability
 - Banner Image
 - Duration
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

7. Under *File Attachments*, select **Copy links and copies of the content**.

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)

Click **Submit** to proceed.

Cancel Submit

8. Click **Submit** to start the course copy process. You will receive an email when the process is complete. If there were materials in the destination course before the copy, they are not overwritten. A Course Copy only adds content to a course. You can modify copied materials in the destination course.