

Blackboard Course Copy Overview

As an instructor of a Blackboard course site, you can copy course materials from one Bb course site to another using the Course Copy tool located in the Control Panel.

Note: You must have instructor access to both courses in order to copy materials between the courses.

Important information for using the Course Copy Function

1. You can only use this function to copy materials between courses that you are have instructor access to.
 2. This tool is best used for copying entire areas from one course to another. An example of an "entire area" is all content behind a navigation button, entire gradebook, all tests in test manager, etc.
 3. This tool is not useful for copying individual content items and assignments from one course to another.
 4. Be careful when selecting items to copy. The IT Helpdesk cannot correct any problems creating by incorrect coping. The only solution is for the instructor to manually delete each item/area individually.
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How to Copy Course Materials

Step 1: Open the Blackboard Course site that has the content you want to copy

Step 2: Go to the Control Panel and select "Course Copy" (Under Course Options)

Step 3: Select "Copy Course Materials into an Existing Course"

Step 4: Follow Instructions on the screen to indicate the following:

- a. Destination Course (to copy materials to)
- b. Course Materials to Copy

Step 5: Click Submit when done

Once you have completed the steps above, the following will happen automatically:

1. The request to copy content will be submitted. You will receive an email once the content has been copied. DO NOT ACCESS EITHER COURSE UNTIL THE COPY IS COMPLETE.

Step 1: Open the Blackboard Course site that has the content you want to copy

Select the course that has the content you want to copy. Typically, this is your previous semester course site.



Step 2: Go to the Control Panel and select "Course Copy"

You will access the "Copy Course" tool from the Control Panel:



Step 3: Select "Copy Course Materials into an Existing Course"

When you are ready to copy the course materials, select "Copy Course Materials into an Existing Course" from the menu:

Copy Course

▶ Copy Course Materials into an Existing Course

Step 4: Follow Instructions on the screen

Note: You can only copy materials between courses in which you have instructor access.

Step 4a: Enter the Destination Course ID (the course you are copying into)

To enter the Destination Course ID, you can either TYPE in the course id, or you can BROWSE to search for the course.

Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

* Destination Course ID

Step 4b: Select the Content to Copy

Click the box next to "Content" to select all content Buttons contained in the course

2 Select Course Materials

Content

Course Information

Course Documents

Assignments

External Links

Step 4c: Select Other Course Areas to copy

Select the box next to the other course areas, as applicable.

[For a complete description of each area below, click here.](#)

- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

Step 5: Click Submit when done

You must click Submit to invoke the Course Copy process. If you do not want to complete the copy, click Cancel.



Other Content Area Descriptions:

Area	Description	When to copy?
Announcements	Announcements Area	Typically never. Only if you want to have old Bb announcements in your new course.
Calendar	Calendar area	Only if you setup the Calendar in the Bb course

Collaboration Sessions	Virtual Classroom & Chat Areas (NOT Wimba sessions)	Only if you want to retain sessions created in the previous course
Discussion Board	Discussion Board Area	ALWAYS
Early Warning System Rules	Early Warning System (EWS) Settings	Only if you have established EWS rules within the Bb course
Glossary	Glossary Area	Only if you setup the course Glossary within the Bb course
Gradebook Items and Settings	Gradebook	ALWAYS
Group Settings	Groups	Only if you use the "Groups" area in the Bb course
Settings	Course Settings (i.e., banner, button style, etc.)	ALWAYS
Staff Information	Staff Information Area	ALWAYS
Tasks	Task area	Only if you setup tasks in the Bb course
Tests, Surveys, and Pools	Test Manager	ALWAYS