Contents

Copy a Course

1. Enter the **older** Blackboard course that has content you want to copy.
2. On the left-hand menu panel, expand the `Packages and Utilities` section and click `Course Copy`. [View Screenshot]
3. Select the only option: `Copy Course Materials into an Existing Course`.
4. In the `Destination Course ID` box click the Browse button to view a list of your courses. [View Screenshot]

   - In the popup window that appears, select the appropriate course ID from your list of courses and click `Submit`. The course ID will populate in the `Destination Course ID Box`. You may also copy this destination ID and paste it in the box. [View Screenshot]

5. Select the course materials that you want to copy over to the existing course. `Select All` is generally recommended but not necessary. [View Screenshot]
6. In the `File Attachments` section, select `Copy links and copies of the content` [View Screenshot]
7. **DO NOT** select `Include Enrollments` in the Copy.
8. Click `Submit`.

Copy a Test or Quiz

*Please note: If the `Test` also has an associated `Pool`, the `Pool` will be automatically imported along with the `Test`. Even if the `Pool` is imported first, an additional `Pool` containing the `Test` questions will **also** be imported!*

First, export the test from the current course:

1. Navigate to the course that contains the test.
2. Click `Course Tools` in the left-hand menu panel. [View Screenshot]
3. Ensure the `Edit Mode` is ON, found at the top-right of your course window.
4. Click `Tests, Surveys, and Pools`. [View Screenshot]
5. Click `Tests`.
6. Click the grey caret to the right of the test name. [View Screenshot]
7. Select `Export`

   - If you choose to `Export to Content Collection`, you can select `Browse` and navigate to `Course Content` in the menu panel and select the destination course. (All of your Bb courses should appear here, but it may require some scrolling!) [View Screenshot]
   - If you choose `Export to Local Computer`, you can download the .zip file to your computer. [View Screenshot]

Next, import the test into the course of your choice:

1. Navigate to the Blackboard course where you will add the test.
2. Click `Course Tools` in the left-hand menu panel. [View Screenshot]
3. Ensure the `Edit Mode` is ON, found at the top-right of your course window.
4. Click `Tests, Surveys, and Pools`. [View Screenshot]
5. Click `Tests`.
6. Click `Import Test`. [View Screenshot]

   - If you chose `Export to Content Collection`, select `Browse Content Collection` and look for the recently added `Test` file. [View Screenshot]
   - If you chose `Export to Local Computer`, select `Browse Local Files` and choose the .zip file you previously downloaded.

7. Click `Submit`.
8. Click `OK`.

Copy or Move Items & Folders

Note: You may copy over assignments by navigating to `Packages and Utilities` → `Course Copy` and selecting only the folder(s) containing the relevant assignment.

1. Ensure the `Edit Mode` is ON, found at the top-right of your course window.
2. Click the grey caret to the right side of item/folder name. [View Screenshot]
3. Select `Copy` or `Move`. (You may also create a copy of the item, and then move the copy.) [View Screenshot]
4. Use the `Destination Course` drop down menu to select the course where the item will go. [View Screenshot]
5. Click the `Destination Folder` Browse button.
6. Select the area in the course you would like to place the item or folder in. You may need to click the Plus Sign (+ button) to find a folder within a folder. [View Screenshot]
7. Select `No` for the option `Create links for items which cannot be copied`.
8. Click `Submit`.