Copy Your Course

You can copy content from an old course with content into a new course (which is typically blank) using the Course Copy option.

NOTE: Be **very careful** when performing a course copy! It takes **just seconds** to **corrupt** valuable content if the course copy is:
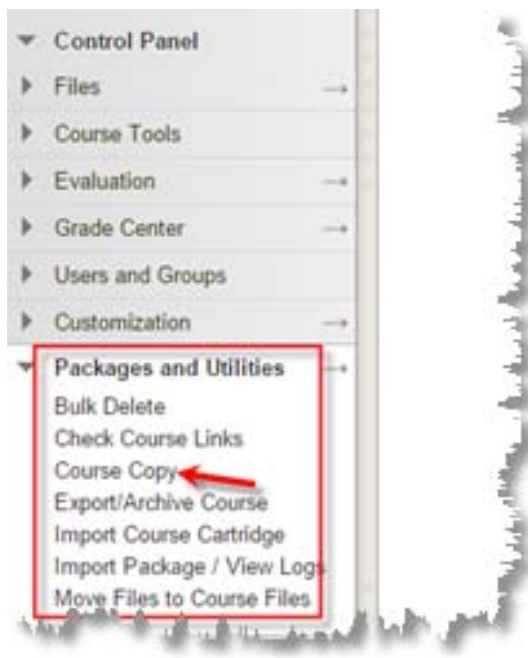
- Done in the wrong direction.
- Done from/into the wrong course (wrong year, wrong semester).
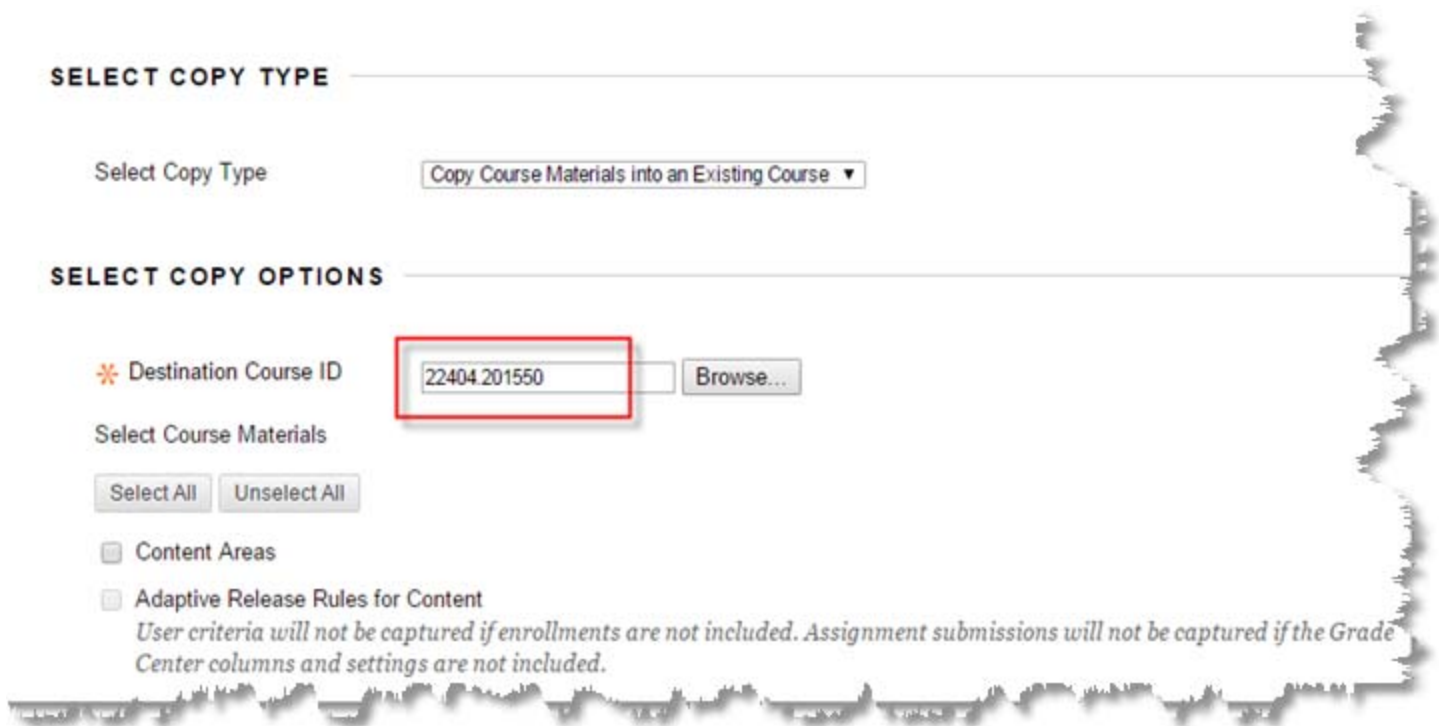- Done multiple times into the same course.

Requirements

Do NOT perform a "course copy" multiple times into the same course. The "course copy" process is an additive which means it leaves in place whatever content is already in the destination course.

Copy Your Course

1. Login to the course **containing content.**

2. **Verify** you are in the right course. (check semester, year, course number, and source content)

3. Under control panel, **expand Packages and Utilities**, select **Course Copy.**

4. For **Destination Course ID**, click on the **Browse** button to select the course where you want to add content. Verify that you have selected the correct course. Check semester, year, course number, typically blank course.

SELECT COPY TYPE

Select Copy Type   Copy Course Materials into an Existing Course ▼

SELECT COPY OPTIONS

✳ Destination Course ID   22404.201550   Browse...
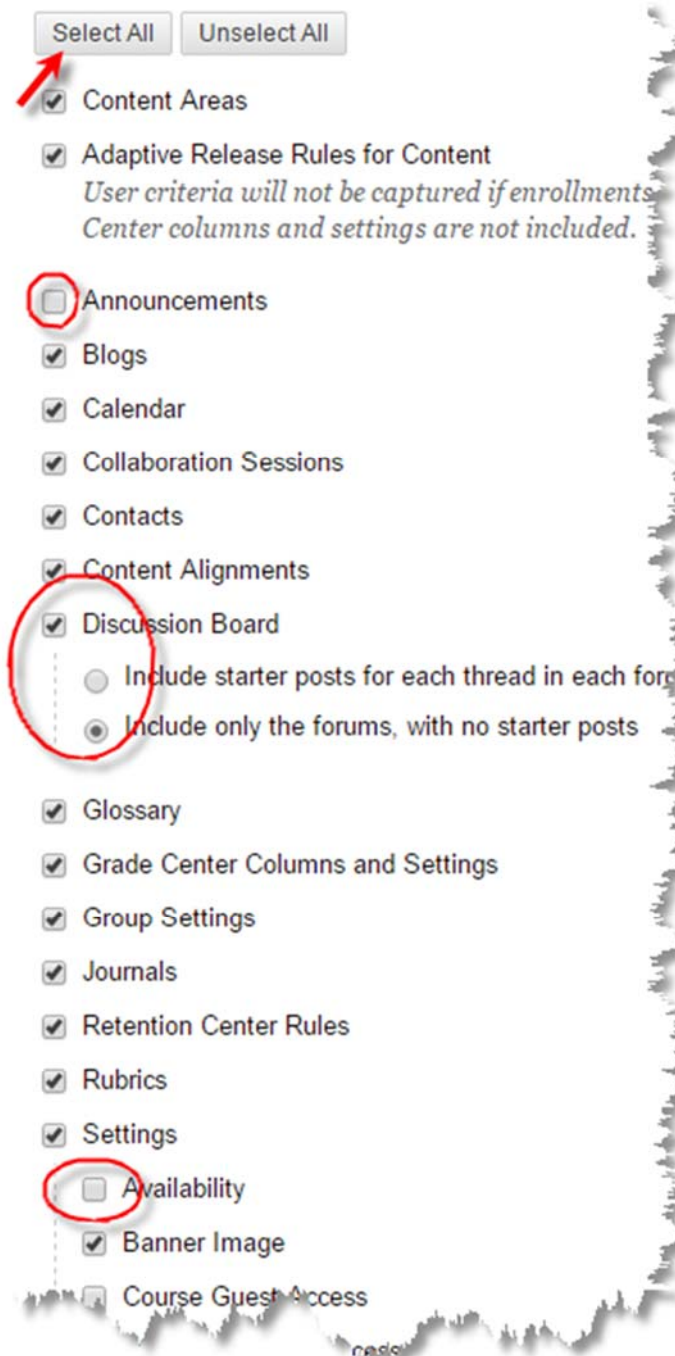
Select Course Materials

Select All   Unselect All

☐ Content Areas

☐ 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.

5. Click on **Select All** to copy your course content to the destination course

6. Uncheck **Announcements** because you do not want to copy old announcements over to your new course

7. Under Discussion Board, select the second option: *Include only the forums with no starter posts*

8. You may also uncheck Retention Center Rules if you are planning to create new rules

9. Leave **Availability** unchecked

Select All   Unselect All

☑ Content Areas

☑ Adaptive Release Rules for Content
    User criteria will not be captured if enrollments
    Center columns and settings are not included.

☐ Announcements

☑ Blogs

☑ Calendar

☑ Collaboration Sessions

☑ Contacts

☑ Content Alignments

☑ Discussion Board

    ○ Include starter posts for each thread in each for

    ● 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

    ☐ Course Guest Access

10. Under **FILE ATTACHMENTS**, select the third option: Copy links and copies of the content (include entire course home folder)

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying lin

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)

11. Lastly, click on the **Submit** button

12. You will receive an email when the copy process is complete

Blackboard displays a "Success: Course copy action queued" message. This means the copy is not complete, but the request has been sent to the server.

Success: Course copy action queued. An email will be sent when the process is complete.

After receiving the completion email, you may need to log out and wait a minimum of 15 minutes before the destination course will show all of the copied content. If your course contains large files, the copy process will take even longer.

Edit and clean-up copied results

- Delete old discussion posts

- Delete old announcements

- Update due dates on tests

- Update due dates on assignments

- Replace files