

# HOW TO Course Copy

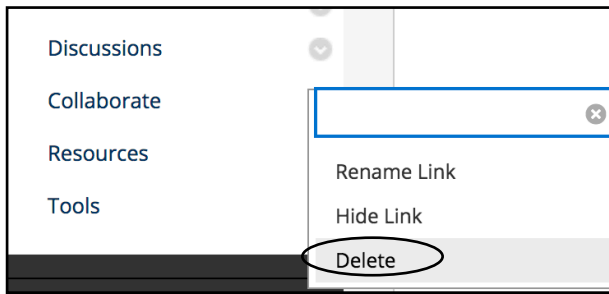
1

Before copying, you will need to "clean-up" your new course. Log into Blackboard, go to the **My Institution** page and click on the course where you want your content to appear. This will be your destination course.



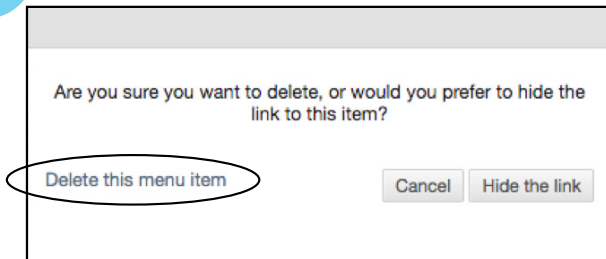
2

Once inside the destination course start at the bottom of the menu, deleting each menu item but leaving Home Page, click the **chevron** next to each menu item and click **delete**.



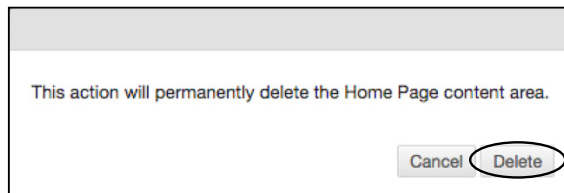
3

Click the **delete this menu item** link.



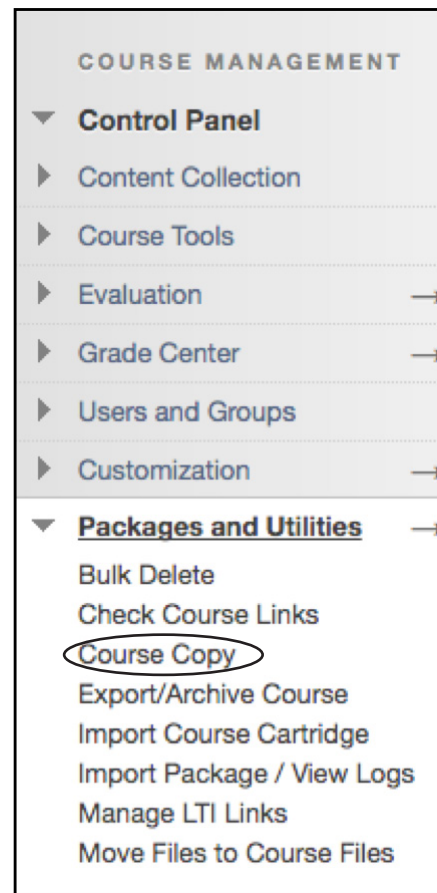
4

Click **delete**. (Repeat steps 2-4 for each menu item)



5

Now that your destination course is clean, the next step is to access the course you will be copying from. This will be your **SOURCE** course. Once you are in your source course, click **Packages and Utilities** under course management. Then, click **Course Copy**.



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On the course copy page, you need to select the Copy Type and choose ***Copy Course Materials into an Existing Course***.

**Copy Course**

SELECT COPY TYPE

Select Copy Type

☒ Copy Course Materials into a New Course  
☐ **Copy Course Materials into an Existing Course**  
☐ Copy Course with Users (Exact Copy)

7

Now, ***click the browse button*** to select the destination Course ID.

SELECT COPY OPTIONS

 Destination Course ID

Browse...

8

Next, search for your destination course by course ID, instructor, Name/Description, or manually by going to each page on your list. Once you find the destination course, ***select the bubble*** next to it and click ***submit*** at the bottom of the page.

**Courses**

Search by: ☐ Course ID ☐ Instructor ☐ Name/Description

Created in Last: ☐ All Courses ☐ Month ☐ Day

Course ID	Course Name
<input type="radio"/> 00_01_Tim_Sandbox	ACP_8WEEK_NOLESSONS_QM (master course)
<input type="radio"/> 10923.201710	2017_Spring_PEDG_2310_02_1 - Intro to Teacher Education
<input type="radio"/> 13330.201710	2017_Spring_NURS_3231_15_1 - Practicum:Behav Health Client
<input type="radio"/> 15678.201710	2017_Spring_NURS_4260_01_2 - Integrat for Bacc Nsg Practice
<input type="radio"/> 18911.201710	2017_Spring_ECON_3390_48F_1 - Managerial Economics
<input type="radio"/> 21025.201710	2017_Spring_NURS_2213_48F_1 - Theories in Nursing
<input type="radio"/> 21091.201710	2017_Spring_MGMT_3320_1B_AP5 - Production Management
<input type="radio"/> 21132.201710	2017_Spring_MGMT_5320_3B_AP6 - Healthcare Entrepreneurship
<input type="radio"/> 21142.201710	2017_Spring_NURS_4316_3N_AP6 - Comprehen Holistic Hth Assmnt
<input type="radio"/> 21264.201710	2017_Spring_COSC_3325_1B_AP5 - Computer LawEthics

# HOW TO Course Copy

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After clicking submit, you are brought back to the copy course page. From here click **select all**. BE SURE TO MAKE THE FOLLOWING CHANGES: **Uncheck** the box next to **announcements**. For the discussion board selection, **click the bubble** that says **"Include only the forums, with no starter posts."** Finally, under file attachments, **select the copy links and copies of the content**. Once all these parameters have been set and your screen matches the image below, click **submit**.

★ Destination Course ID

Select Course Materials

☒ Content Areas

- ☐ Home Page
- ☒ Syllabus and Info
- ☒ Content

☒ Adaptive Release Rules for Content  
*User criteria will not be captured if enrollments are included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.*

☐ Announcements

- ☒ 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

- ☒ Banner Image
- ☐ Course Guest Access
- ☐ Course Observer Access
- ☐ Enrollment Options
- ☒ Language Pack
- ☒ Navigation Settings

☐ Home Page

☒ Syllabus and Info

☒ Content

☒ Adaptive Release Rules for Content  
*User criteria will not be captured if enrollments are included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.*

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- ☒ Navigation Settings

## Notes

- Once you click submit on the copy course screen, you should receive an email letting you know the copy process has finished.
- Once it's finished go to the course to make sure everything was copied over.