Performing Course Copy

Although faculty can move content from one course to another through Course Copy, we recommend using the preferred Archive and Import method instead to prevent known issues and errors of omission resulting in broken content.

If you choose to perform a Course Copy process, carefully follow these steps:

1. When logged into Blackboard, navigate to the course containing the content you want to copy. In this course, scroll down to the CONTROL PANEL. Click the PACKAGES AND UTILITIES menu and select COURSE COPY.

2. The COURSE COPY page will appear. Under SELECT COPY TYPE, make sure that COPY COURSE MATERIALS INTO AN EXISTING COURSE is selected.

3. Under SELECT COPY OPTIONS, click the BROWSE button.

4. In the COURSES pop-up window that appears, select the destination course – this is the location receiving copied materials.

   Double-check that the course you select is the correct course!

   Then, click the SUBMIT button.
5. Next, scroll down to the **SELECT COURSE MATERIALS** section to select the materials to include in the copy process. **Proceed with caution, you must make a choice:**

   a. **If you want to include all content, tools, and settings in the copy**, click the **SELECT ALL** button.

   ![Select All Button]

   b. **If you want to select specific types of content to copy and not all content**, follow these rules:
      i. **For graded discussions, journals, and assignments:**
         Select the **content area** containing the assessment **AND Grade Center Columns and Settings**.
      ii. **For tests deployed in content areas:**
         Select the **content area** containing the deployed tests as well as **Tests, Surveys, and Pools** **AND Grade Center Columns and Settings**.

6. **Scroll past the SETTINGS area and leave this area alone – do not make any changes to the settings here.**

7. **Scroll past the FILE ATTACHMENTS area. Do not make any changes to the settings here.**

8. Click the **SUBMIT** at the bottom of the page when you are ready.
9. If you are successful, you will see a confirmation message on the screen to indicate that the request was received by the server. You will receive an email when the process have completed.

A Few Words about Course Copy Requests

- Course Copy requests are processed through an automated routine that takes between 15 minutes to several hours to complete, depending on the size of the course and your request’s position in the server’s task queue. Expect a longer turn-around time at the beginning of the semester when many faculty are submitting Course Copy and Import requests.

- Please be patient and wait for your request to complete – do not submit additional copy requests as this can result in duplicated content requiring your effort to remove.

- When the Course Copy process is complete, we strongly recommend reviewing the copied content in the new course to ensure that it is complete and accessible.