

Performing Course Copy



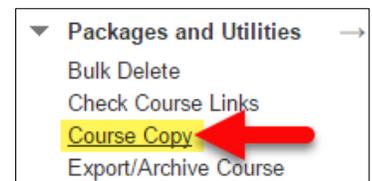
Course Management

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.

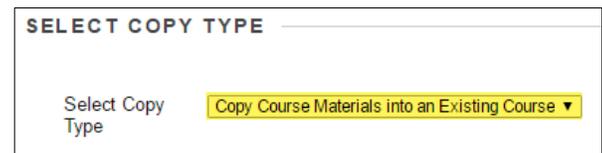


If you choose to perform a Course Copy process, carefully follow these steps:

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.



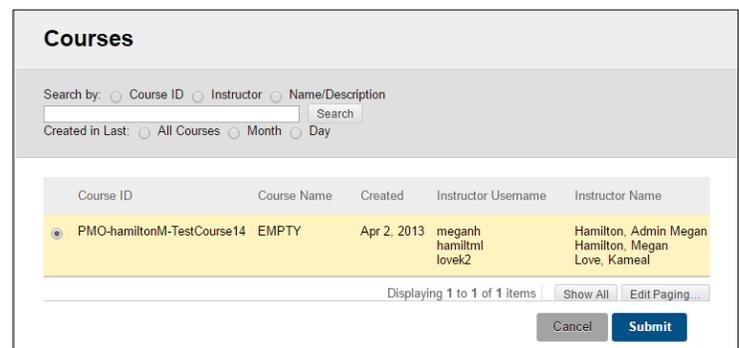
3. Under **SELECT COPY OPTIONS**, click the **BROWSE** button.



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

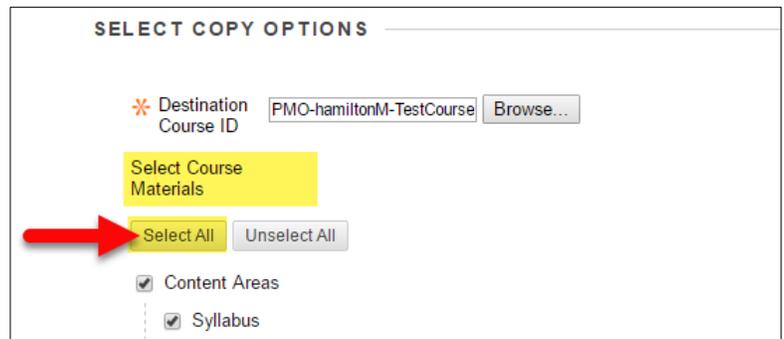
Double-check that the course you select is the correct course!

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.**



b. **If you want to select specific types of content to copy and not all content, follow these rules:**

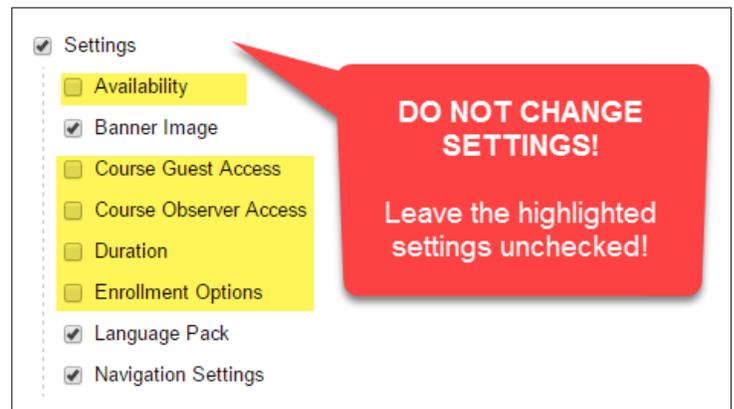
- i. **For graded discussions, journals, and assignments:**

Select the **content area** containing the assessment **AND Grade Center Columns and Settings**.

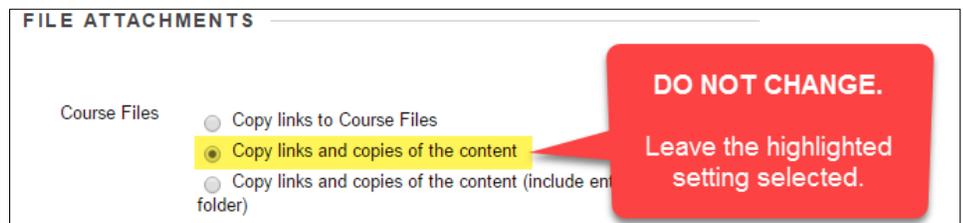
- ii. **For tests deployed in content areas:**

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.

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



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.