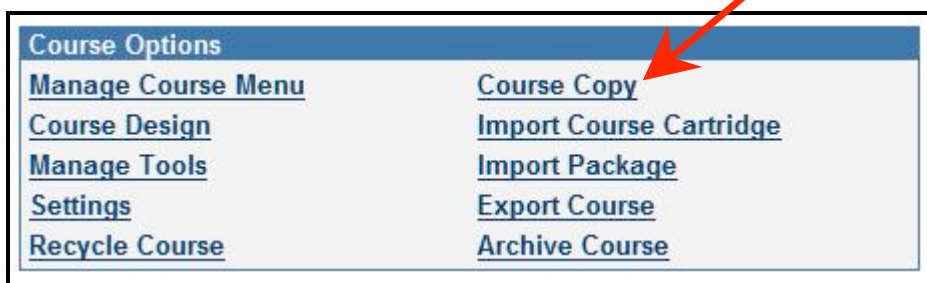
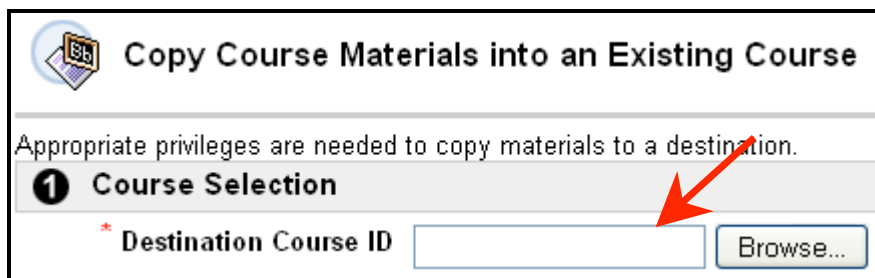



The Course Copy feature copies course materials from one course site to another. For example, an Instructor may have created documents, assessments or other items in the summer version of the course that are needed for the fall course site. Course copy allows the contents to be copied from the summer course to fall without having to upload all the files again.

1. Enter the course containing the materials to be copied.
2. From the Control Panel, click on the **Course Copy** link in the Course Options section.



3. Click the **Copy Course Materials into an Existing Course** link.
4. Enter the destination course ID or click browse to locate the desired course. A course ID consists of the course designator¹, a hyphen, five digit semester number², a second hyphen and the eight digit course package number.


 A screenshot of a web form titled 'Copy Course Materials into an Existing Course'. The form has a header with a folder icon and the title. Below the title is a message: 'Appropriate privileges are needed to copy materials to a destination.' Underneath is a section titled '1 Course Selection' with a sub-label '* Destination Course ID' and an input field. A red arrow points to the input field. To the right of the input field is a 'Browse...' button.

 **Copy Course Materials into an Existing Course**

Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

* Destination Course ID

¹ Course Designator is the three letter department designation and course level number. For example, Intermediate Algebra is MTH105.

² Semester number is a five digit number. The first two digits represent the academic year, 09 for academic year 2008-2009 for example. The last three digits represent the semester/term number where Spring is 500, Summer 700 and Fall is 300.

5. Select the checkbox next to each of the content areas to be copied. Dated and time release components (such as quizzes, discussion board postings, announcements, etc.) will need to be updated in the new course to function. It is important to review your materials after the copy process is complete. Please note, **do NOT select the “Enrollments” option** in step three.

The screenshot shows the 'Select Course Materials' interface with the following options and annotations:

- Content
 - Assignments
 - Course Information
 - Exams
 - Course Materials
 - Podcasts

Annotation: A red bracket groups Assignments, Course Information, Exams, and Course Materials, with a red box stating: "Corresponds to the content areas needing to be copied".
- Adaptive Release rules for content
User criteria will not be captured if Enrollments are not included.
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

Annotation: A blue box on the left states: "If exams/ quizzes are to be copied, these options will need to be checked." with arrows pointing to Content, Exams, and Tests, Surveys, and Pools.

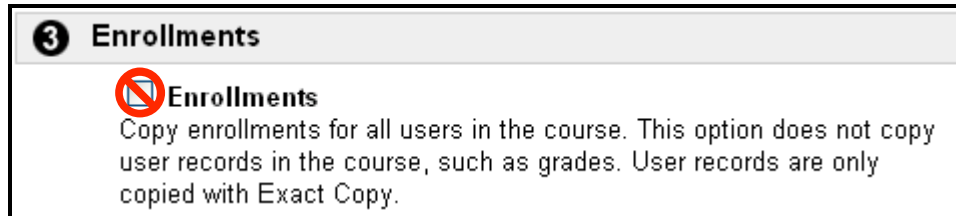
Annotation: A red box states: "If discussion board forums exist in the course that is being copied, postings from old course will appear in the new course under the author 'anonymous.'" with an arrow pointing to Discussion Board.

Annotation: A red box states: "This is needed if Bb Assignments, SafeAssign or Turnitin assignments are to be copied." with an arrow pointing to Grade Center Columns and Settings.

At the bottom, there is a partially visible option: Enrollments

- If quizzes, surveys and/or exams are to be copied, **Content, Grade Center Columns and Settings, and Tests, Surveys, and Pool** must be checked.
- If discussion board forums exist in the original course, the posts from former students will appear in the new course as being submitted by “anonymous.” If this is the case, old posts can be manually removed from the destination course once the copy has finished.

- If Blackboard Assignments, SafeAssign assignments or Turnitin assignments, are needed in the new course, **Grade Center Columns and Settings** will need to be checked in addition to the content area (i.e. Assignments, Course Materials) in which those items reside.



6. **DO NOT select Enrollments.** Selecting enrollments causes the previous course's students to be enrolled in the destination course shell. Contact technical support **ASAP** if enrollment is inadvertently selected.
7. Single click on the **Submit** button to send the copy request to the Blackboard system. Copy requests are held and processed by the system whenever possible. When materials have been copied successfully, an email will be sent. The process may take anywhere from one minute up to 24 hours, depending on the size of the course.

Frequently Asked Questions

Q: Can I copy individual documents from one course to another?

A: Yes, but not with the course copy function. To copy a single item, use the item's copy button in the course control panel or edit view of the content area.

Q: Can I copy files from another instructor's course?

A: Yes, but you must be listed as an instructor in both the source and destination course. An alternative to being an instructor in both courses is to have the other instructor export the materials you wish to utilize. You can then import the material into your course.

Q: I thought I copied everything correctly, but the exams are missing from my destination course. What can I do to get them back?

A: First, check the Test Manager (in the Control Panel) to determine whether the exams are actually in the course and simply need to be re-deployed (added) to the content area or whether they are truly missing and need to be re-copied. .

NOTE: During a course copy, existing exams are not replaced, but simply added to the Test Manager and/or Pool Manager. If a course is re-copied multiple times, the number of existing exams and/or pools can grow exponentially, which can cause a significant slowdown in the copy process. If this occurs, contact a Bb System Administrator to determine the best way to proceed to clear out the extraneous items.

Q: What is actually copied when the **"Settings"** option is selected?

A: When Settings is selected, the following features are copied:

- Course Entry Point
- Course Design (menu style and colors)
- Course Banner

- Blackboard Tools settings that do not exist are added. Existing settings are not overwritten.
- System Extension Tools settings that do not exist are added. Existing settings are not overwritten.
- Content Tools settings that do not exist are added. Existing settings are not overwritten.

Q: Menu buttons and/or content items sometimes seem to be missing from my course following a copy, what happened to them?

A: Blackboard resolves menu items during a copy in the following manner:

- If the content area in the source course **does not exist** in the destination course, **the area will be added to the course menu** in the destination course.
- If the content area of both the source and destination course have the same name and are of the same type, **the content will be added to the content area** of the destination course.
- If the content area in the source course and the content area in the destination course have the same name but are of different types, **the area will be added to the destination course under a different name**, with an appended numeral. (For example, Course Materials will become Course Materials1).