

Proper use of the Course Copy feature allows exams and quizzes to be easily copied from one course site to another in Blackboard. To begin:

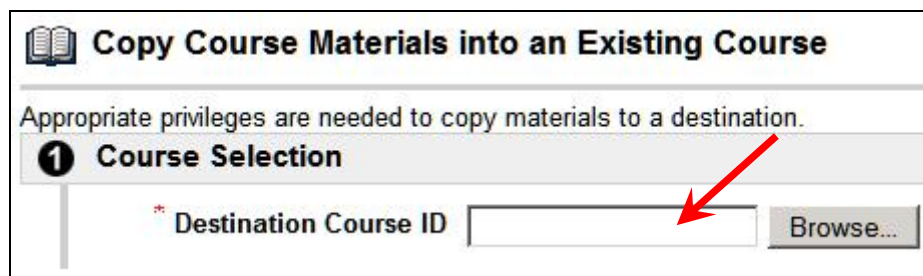
1. Enter the **course containing the exams** and/or **quizzes** to be copied.

From the Control Panel:

2. 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 reference number.



¹ Course Designator is the three letter department designation and course level number. For example, Urban Geography is GEO340.

² Semester number is a five digit number. The first two digits represent the academic year, 08 for academic year 2007-2008 for example. The last three digits represent the semester/term number where Spring is 500, Summer 700 and Fall is 300.

5. To ensure copying of exams/quizzes, their corresponding grade center entries and deployment settings, a specific set of “Course Materials” check boxes must be selected. The desired **Content** area, **Grade Center Columns and Settings**, and **Tests, Surveys and Pools** MUST be selected.

2 Select Course Materials

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

3 Enrollments

Enrollments
Copy enrollments for all users in the course. This option does not copy user r

6. **DO NOT select Enrollments.** Selecting enrollments causes the previous course’s students to be enrolled in the destination course shell. Contact technical support 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.