A wooden desk with a tablet, papers, a pen, and a cup of coffee. The tablet is in the center, with papers and a pen scattered around it. A white cup of coffee on a saucer is on the right. The background shows a stack of books.

Copy a Course Section

Blackboard Tutorials for Instructors

This tutorial is about:

How to copy content from one shell to another shell (from the development shell to the live shell, section A to section B, or from one course to another course)?

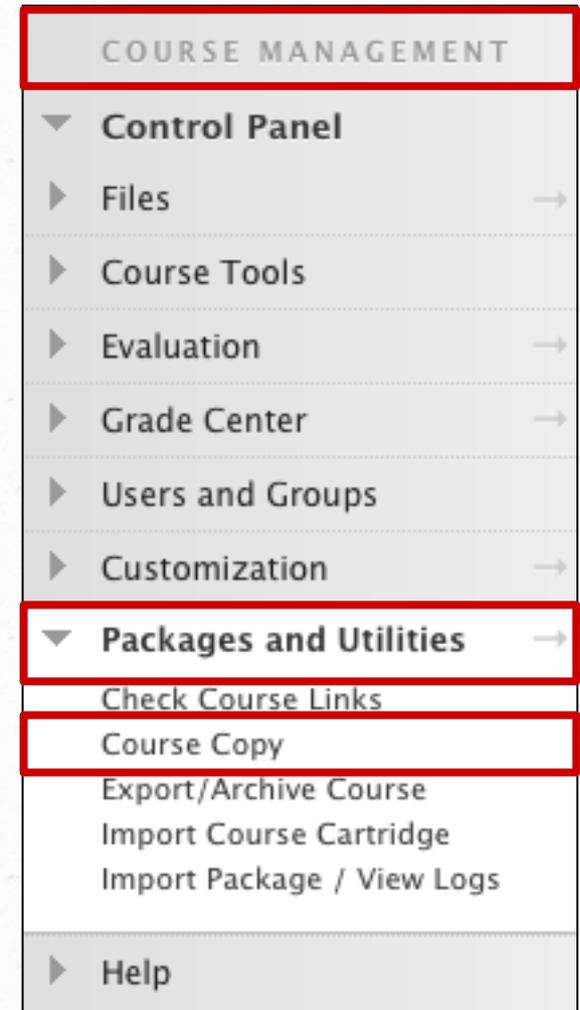


The screenshot displays a web interface with three main panels:

- Course Search:** Contains a text input field and a "Go" button.
- Course List:** Displays a list of courses under the heading "Courses where you are: Instructor". The list includes:
 - [sam_course1: sam_course1](#)
Instructor: sam inst1;
 - [sam_course_copy: sam_course_copied](#)
Instructor: sam inst1;
- Course Catalog:** Contains a "Browse Course Catalog" button.

Steps

- First, you need to have access to both the “Target” section and “Destination” section.
- Second, go to your target section and follow the three steps below:
 1. Scroll down to your **Course Management** area
 2. Click **Packages and Utilities**
 3. Click on **Course Copy**



Steps (continued.)

- Under the **Select Copy Options**, click on the **Browse** to select the **Destination course**.

2. Select Copy Options

* Destination Course ID

Browse...

Steps (continued.)

- You can search for your course by the Course ID, Instructor, or Name/Description. Check **mark** the course (destination course) you want to copy to.

Important: Double check if you are choosing the correct destination course!

Courses

Search by: Course ID Instructor Name/Description

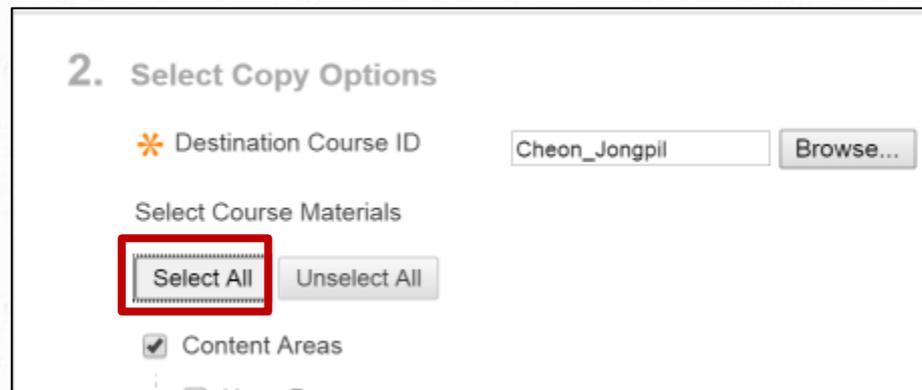
Created in Last: All Courses Month Day

Course ID	Course Name
<input type="radio"/> 24352.201327	<input checked="" type="checkbox"/> 201327-PSS-2313-D01-Herbaceous Plant Materials

Cheon_Jongpil Dr. Cheon, Jongpil

Steps (continued.)

5. Click **SUMBIT**.
6. Now you can select the course materials you want to copy to the destination course. Click **Select All** to choose all items or you can **check only the items** you want to copy to the destination course.



2. Select Copy Options

* Destination Course ID

Select Course Materials

Content Areas

Steps (continued.)

7. Check the box - **Copy links and copies of the content.**

- Copy Links to Course Files: No copies of linked files are included in the copy.
- Copy links and copies of the content: This will make copies of linked files, but ONLY those files that are linked (**RECOMMENDED**)
- Copy links and copies of the content (include entire course home folder): This will make copies of **ALL files** in the course's home folder regardless of whether those files are linked to course content.

3. File Attachments

*Select an option for copying your file attachments. If content will be reused in a different course, copying links Click **More Help** for additional information.*

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

Steps (continued.)

8. **Enrollments** – DO NOT INCLUDE ENROLLMENTS IN THE COPY. Leave CHECK MARK unchecked!

4. Enrollments

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

Enrollments Include Enrollments in the Copy

8. Click **Submit**.
9. Do not open the course in Blackboard until you get a notification from the Blackboard in the **TTU e-mail**.



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IN E-LEARNING

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