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)?
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**.
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!
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.
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.

   ![File Attachments](Image)
Steps (continued.)

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

   - **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](mailto:).
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