How do I copy a course?

The **Live Shell** is blank when it is created, but you can copy your **Development Shell** or a Live Shell from a previous semester into your current Live Shell.

Open the Blackboard course that contains the content you want to copy.

On the **Control Panel**, expand the **Packages and Utilities** section and click **Course Copy**.

COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection →

▶ Course Tools

▶ Evaluation →

▶ Grade Center →

▶ Users and Groups

▶ Customization →

▼ **Packages and Utilities** →

Check Course Links

Course Copy

Export/Archive Course

Import Course Cartridge

Import Package / View Logs

Manage LTI Links

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Questions? Contact us at blackboard@ttu.edu or 806-742-5933.
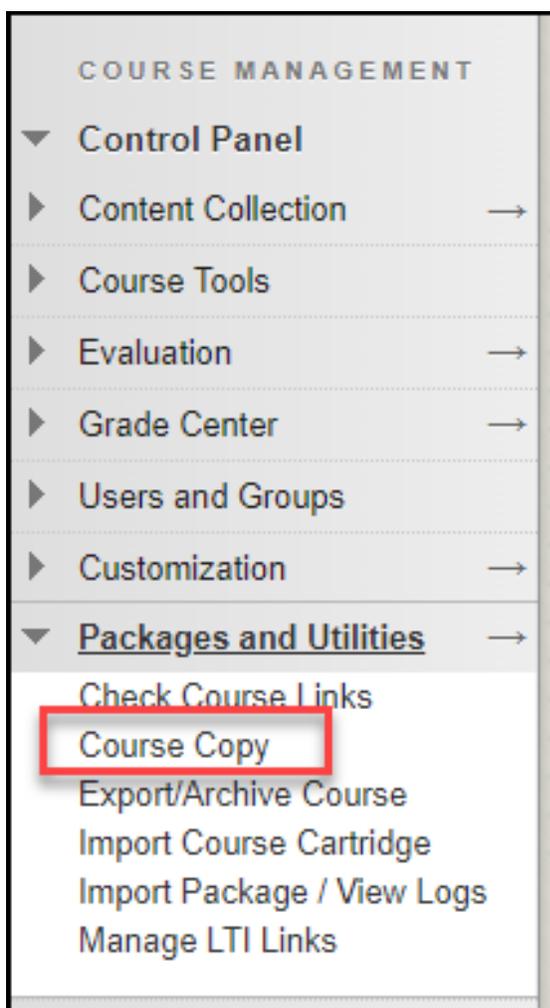
Click the **Browse** button to select the "**Destination course**." Locate the course you want to copy the course material into. If you are copying into a current live course - make sure to select the course starting with the semester (Fall 2021…). Click **Submit**.

Copy Course

Course copy can make an exact copy of the course. Course copy can also mak permission on these files to make copies of them. <u>More Help</u>

SELECT COPY TYPE

Select Copy Type | Copy Course Materials into an Existing Course ▼ |

SELECT COPY OPTIONS

✳ Destination Course ID | course_copy_practice | Browse... |

Check the **Select All** box to copy the existing course into the **Live Course**.

a. **Select All** – This will select all the options necessary to copy all the content, including Tests, Surveys and Pool, Assignments and Grade Center Settings.
b. Select the second option under Discussion Boards – this will only copy the forums and not any starter posts.

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SELECT COPY OPTIONS

✳ Destination Course ID   [course_copy_practice] [Browse...]

Select Course Materials

a

[Select All] [Unselect All]

☑ Content Areas
    ☑ Home Page
    ☑ Syllabus and Schedule
    ☑ Tests
    ☑ Assignments
    ☑ Notifications

☑ Adaptive Release Rules for Content
    User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.

☑ Announcements

☑ Attendance

☑ Blogs

☑ Calendar

☑ Contacts

☑ Content Alignments

☑ Discussion Board
    ○ Include starter posts for each thread in each forum (anonymized)
    ● Include only the forums, with no starter posts ◀ **b**

- Scroll down to the File Attachments section - Select the **second option** "**Course Links and Copies of the Content**". The default is the third option.

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- <mark>DO NOT</mark> check the box to copy enrollments.
- Click Submit. Do **NOT** open the newly copied course until you have received the email confirmation sent to your TTU address – this usually takes just a few minutes depending on the size of your course. Opening the Live Course before the copy process is complete can disrupt the copy process and cause some content to not copy correctly.

Other Course Copy Scenarios

Copying a Content Area without Assignments or Exams

If you want to copy a content area that only has files or links in it (no assignments or exams):

- Only check the left navigation menu item (Content Area).
- Scroll down to the File Attachments section - Select the **second option** "Course Links and Copies of the Content". The default is the third option.

Copying only Assignment

If you want to copy a content area that contains assignments:

- Check the left navigation menu item (Content Area) and **Grade Center columns and settings**.
- Scroll down to the File Attachments section - Select the **second option** "Course Links and Copies of the Content". The default is the third option.

Copying only Tests, Surveys and Pools

If you want to copy only the assessments in your course:

- If you want to copy only **Tests, Surveys, and Pools** and **NOT** the deployed exams in the content area, you will just check the **Tests, Surveys and Pools** option.
- Scroll down to the File Attachments section - Select the **second option** "**Course Links and Copies of the Content**". The default is the third option.

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FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. 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)

- **DO NOT** check the box to copy enrollments.
- Click Submit. Do NOT open the newly copied course until you have received the email confirmation sent to your TTU address – this usually takes just a few minutes depending on the size of your course. Opening the Live Course before the copy process is complete can disrupt the copy process and cause some content to not copy correctly.

If you want to copy the assessments that are deployed in a content area:

- Check the content area that the assessments are found in. If there is more than just assessments in that content area, all of the content will copy, and you will have to delete the items you do not want.
- You will also check **Grade Center Columns and Settings**, and **Tests, Surveys and Pools**.
- Scroll down to the File Attachments section - Select the **second option** "Course Links and Copies of the Content". The default is the third option.

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. 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)

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- Click Submit. Do NOT open the newly copied course until you have received the email confirmation sent to your TTU address – this usually takes just a few minutes depending on the size of your course. Opening the Live Course before the copy process is complete can disrupt the copy process and cause some content to not copy correctly.