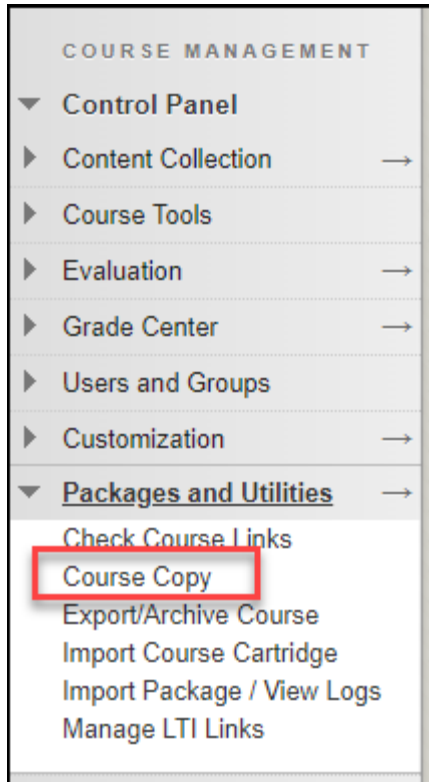


Course Copy in Blackboard

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.



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 current Banner term code. Click Submit.

Copy Course

Course copy can make an exact copy of the course. Course copy can also make permission on these files to make copies of them. [More Help](#)

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.

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

SELECT COPY OPTIONS

* Destination Course ID

Select Course Materials

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

- 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)

- **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.

Other Course Copying 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.

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)

- **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.