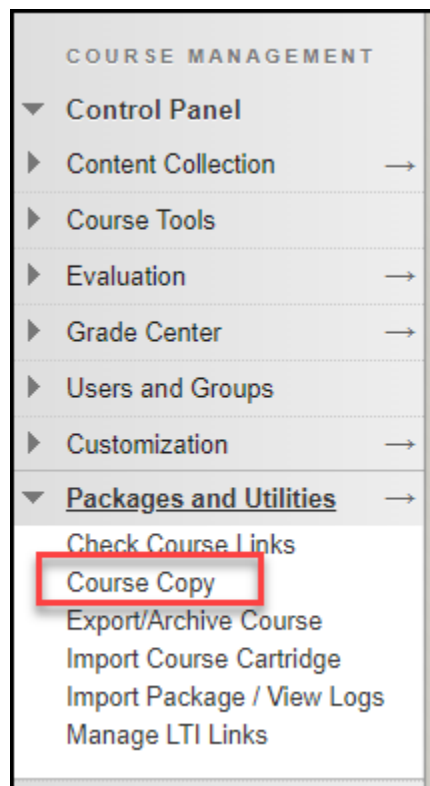


Course Copy in Blackboard

Course Copy

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

1. In the Control Panel, click **Packages and Utilities** and select **Course Copy**.



2. Click the **Browse** button to select the **Destination Course ID**.
3. Locate and select the radio button for 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.
4. 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

SELECT COPY OPTIONS

* Destination Course ID

5. Click the **Select All** button to copy the existing course into the Live Course.
 - a. **Select All** – This will select all the options necessary to copy all of the content, including Tests, Surveys, and Pools, Assignments, and Grade Center Columns and Settings.
 - b. **Discussion Board** – Select the second radio button in the Discussion Board section; this will copy only 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

6. Scroll down to the File Attachments section and select the second radio button **Copy links and copies of the content**. (The default is the third radio button.)

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)

IMPORTANT Do not check the box to copy enrollments.

7. Click **Submit**.

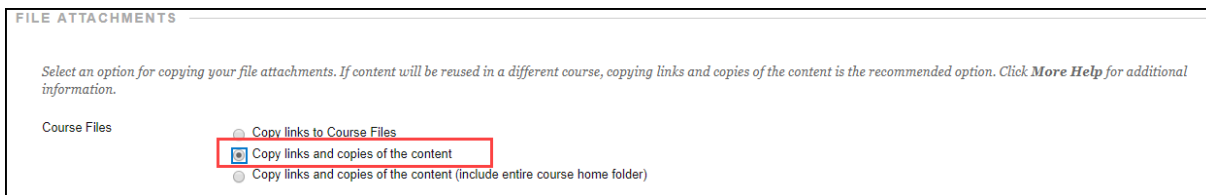
IMPORTANT Do **not** open the newly copied course until you have received the email confirmation sent to your TTU email address. (This usually takes just a few minutes depending on the size of your course.) Opening the Live Course before the copy process is complete can disrupt the copy process and cause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

Other Course Copy Scenarios

Copy 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):

1. In the Select Copy Options section under **Select Course Materials**, select only the checkbox(es) for the left navigation menu item(s) (**Content Area**).
2. Scroll down to the File Attachments section and select the second radio button **Copy links and copies of the content**. (The default is the third radio button.)



IMPORTANT Do **not** select the checkbox to copy enrollments.

3. Click **Submit**.

IMPORTANT Do **not** open the newly copied course until you have received the email confirmation sent to your TTU email 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.

Copy Only an Assignment

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

1. In the Select Copy Options section under **Select Course Materials**, select the checkbox for the left navigation menu item (**Content Area**) and the checkbox for **Grade Center Columns and Settings**.

2. Scroll down to the File Attachments section and select the second radio button **Copy links and copies of the content**. (The default is the third radio button.)

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)

IMPORTANT Do not select the checkbox to copy enrollments.

3. Click **Submit**.

IMPORTANT Do not open the newly copied course until you have received the email confirmation sent to your TTU email 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.

Copy Only Tests, Surveys, and Pools

If you want to copy only the assessments in your course, and **not** the deployed exams in the content area:

1. In the Select Copy Options section under **Select Course Materials**, select only the checkbox for **Tests, Surveys, and Pools**.
2. Scroll down to the File Attachments section and select the second radio button **Copy links and copies of the content**. (The default is the third radio button.)

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)

IMPORTANT Do not select the checkbox to copy enrollments.

3. Click **Submit**.

IMPORTANT Do not open the newly copied course until you have received the email confirmation sent to your TTU email 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.

Copy Assessments Deployed in a Content Area

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

1. In the Select Copy Options section under **Select Course Materials**, select the checkbox for the content area where the assessments are located, and the checkboxes for **Grade Center Columns and Settings** and for **Tests, Surveys, and Pools**.

NOTE If there are 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.

2. Scroll down to the File Attachments section and select the second radio button **Copy links and copies of the content**. (The default is the third radio button.)

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)

IMPORTANT Do **not** select the checkbox to copy enrollments.

3. Click **Submit**.

IMPORTANT Do **not** open the newly copied course until you have received the email confirmation sent to your TTU email 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.