



## Copy Content from Your Old Blackboard Course

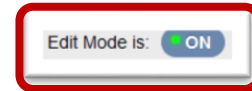
To copy content you must first have an empty course shell created. Instructors will select “Y” in their Banner Faculty Services to indicate they want a Blackboard enhanced course created. A link to directions for this can be found on the Blackboard login page under “Faculty Resources”. Once an empty course site has been created instructors will load content to the empty shell following the directions below.

**Important stop here if you want multiple sections into one course:** If you want multiple sections merged into one site, please go to the “**Blackboard Course Merge Request Form**” and make this request before you copy content. Once we have created your parent (P) site then you can copy content to that.

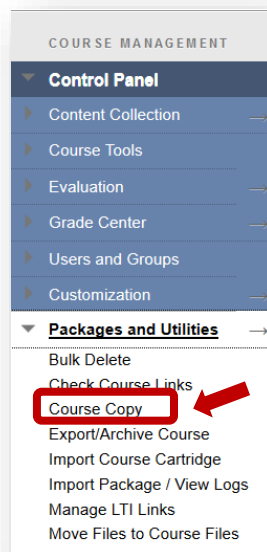
If you do not want merged courses or already have the new parent site then follow the directions below to copy content.

To re-use content from a previous course or template, you need to access the older course with the content and copy it to the new empty shell.

1. Open old course with content you want to copy
2. Make sure **Edit Mode** in top right corner is turned “on”

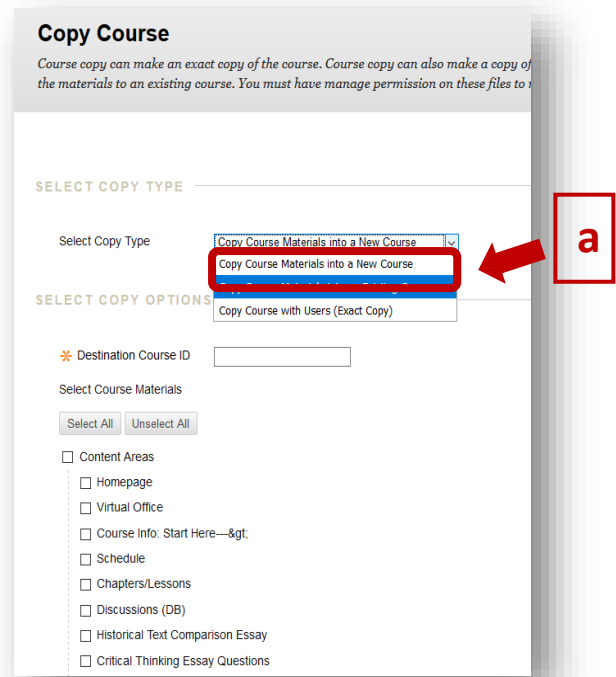


3. Under **Control Panel**, click to expand **Packages and Utilities**
4. Click **Course Copy**

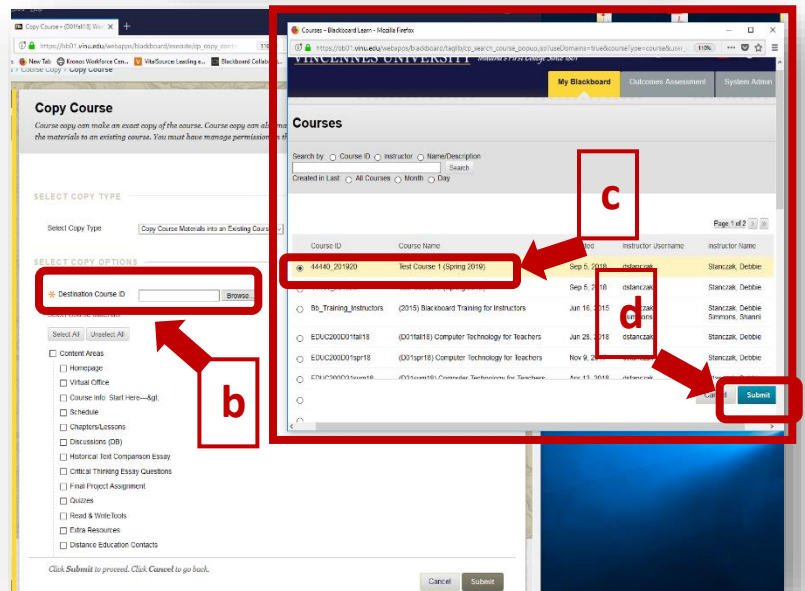


**Tip:** If you need a copy of a course that you are not an instructor in, you will need to ask the instructor of the course to give you an exported copy

5. Copy Course:
  - a. Select Copy Type: Select **Copy Course Materials into an Existing Course**

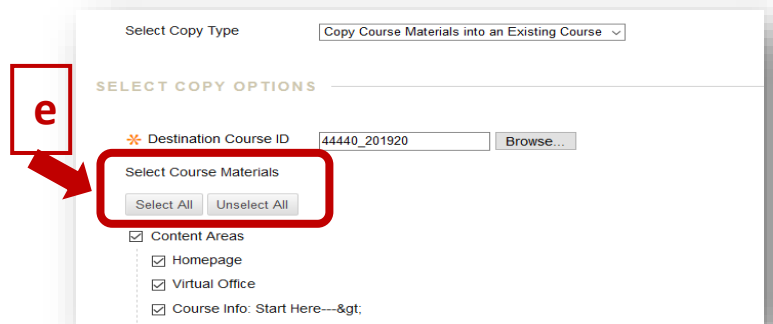


- b. Select Copy Options: Click the **browse** button
- c. A new screen will appear. Click on the radio button to select the destination course (*the course you want content to be copied to*)
- d. Once you have selected the destination course, click the **Submit** button in the Courses box. You should see the course ID appear in the Destination Course ID text box.

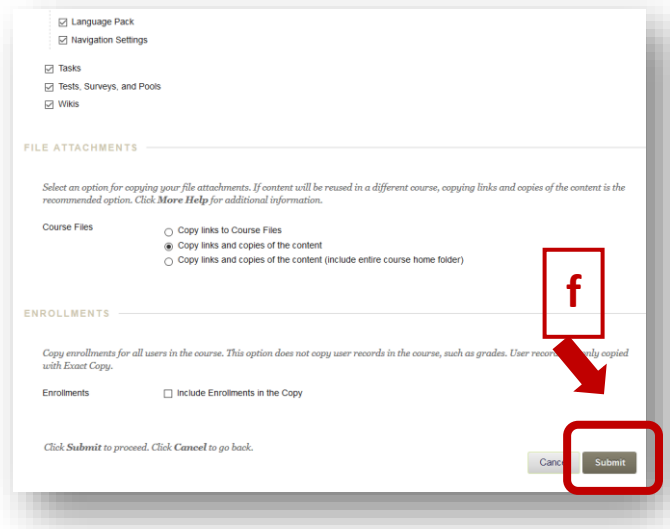


**Tip:** If you have trouble finding the course you want, you can change the search.

- e. Next, click the Select All button. If you have areas with no content you can still choose select all, it will not matter. (**Note:** if you do not choose assignments/tests and Grade Center, working links will **NOT** be established.)



- f. Click **Submit** to start the copy process. Be sure to single click only!
- g. You will see a green Success notice at the top of the next screen.



The screenshot shows a web form for copying course content. At the top, there are checkboxes for 'Language Pack', 'Navigation Settings', 'Tasks', 'Tests, Surveys, and Pools', and 'Wikis'. Below this is the 'FILE ATTACHMENTS' section, which includes a heading and a paragraph: '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.' Under 'Course Files', there are three radio button options: 'Copy links to Course Files', 'Copy links and copies of the content' (which is selected), and 'Copy links and copies of the content (include entire course home folder)'. Below this is the 'ENROLLMENTS' section with a heading and a paragraph: 'Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.' There is a checkbox for 'Include Enrollments in the Copy'. At the bottom, there is a note: 'Click **Submit** to proceed. Click **Cancel** to go back.' and two buttons: 'Cancel' and 'Submit'. A red box with the letter 'f' is around the 'Submit' button, and a red arrow points from it to the 'Submit' button. Another red box with the letter 'g' is around the 'Submit' button, and a red arrow points from it to the 'Submit' button.

Success: Course copy action queued. An email will be sent when the process is complete.

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\* Remember to make course available (Control Panel>Customization>Properties, Make Course Available) update syllabus and time sensitive content in new course. Also, clean up discussion boards by deleting old posts. If you need further assistance, please contact Center for Teaching and Learning staff.