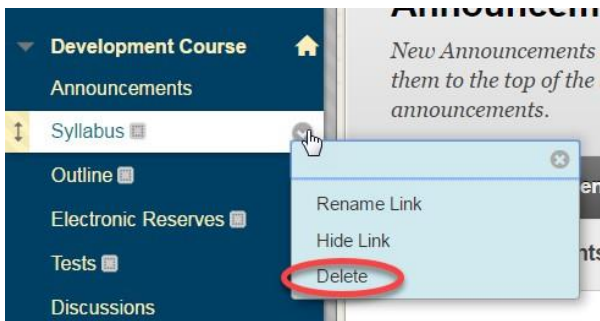


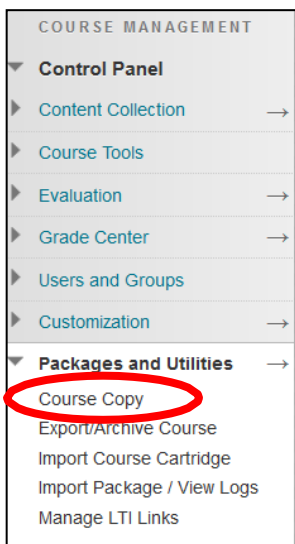
Copying a Course

Course copying is straightforward, but there are a few ways to make the process go more smoothly.

First, go to the new course you are copying into and delete the empty sections that come pre-loaded in all courses. A gray box next to the name indicates the section is empty.



Leave the Announcements and My Grades sections.



In the course with content you want to copy, go to Control Panel>>Packages and Utilities>>Course Copy.

A screenshot of a 'SELECT COPY OPTIONS' form. It features a field labeled 'Destination Course ID' with a star icon on the left, containing the text '17534_201603'. To the right of the field is a 'Browse...' button.

Enter the CRN of the new course you are copying into or use the Browse button to find it

Select Course Materials

Content Areas

- Syllabus
- Outline
- Electronic Reserves
- Tests
- Assignments

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

Announcements

Blogs

Calendar

Collaboration Sessions

Contacts

Content Alignments

Discussion Board

- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts

Select which course materials you want to copy. In most cases, you can choose “Select All” with a few adjustments:

- De-select “Announcements” so old announcements will not be copied.
- “Contacts” is typically where you have “Faculty Information,” so it is recommended to copy this.
- For the Discussion Board, select “Include only the forums” if you do not want to preserve any threads from the original course.
- Otherwise, all old student posts will be copied (anonymized) and will have to be deleted. If you have threads with specific questions you want to preserve, select
- “Include starter posts for each thread,” but remember that you will have to delete the old student posts once the course is copied

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)

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit

For “File Attachments,” use the default “Copy links and copies of the content.”

When you have made all of your selections, hit “Submit.” Your content will be copied within a few minutes.

- After Copying: “My Grades” will automatically be placed at the top of the main menu in the new course. Click and drag to its desired location.
- Blackboard will automatically add new “Weighted Total” and “Total” columns to the Grade Center, which should be deleted if you do not need them.
- Discussion Board Groups: Blackboard automatically copies all previous semester student posts within Group Discussion Boards. These have to be manually deleted in the copied course.

Need more assistance?

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