



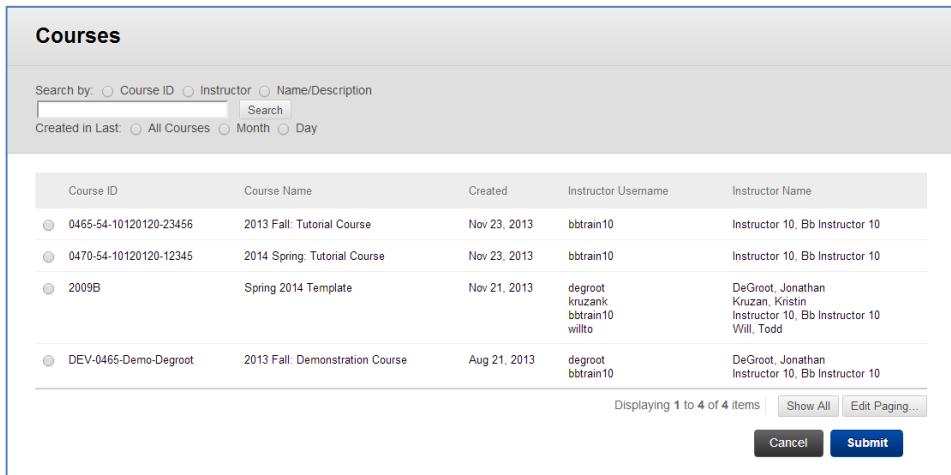
Flexible Learning - Blackboard

Copying a Course

This help document covers how to copy course content from one semester to the next. This process allows instructors to maintain the course activities, tests, and other course materials from semester to semester.

Follow the instructions below to copy a course:

- Access the course you would like to copy from (Source Course)
- In the **Control Panel**, select **Packages and Utilities**, then **Course Copy**
- To complete the course copy select the items noted below:
- Notice you only have one option for **Select Copy Type** 
- Click on **Browse...** in the **Destination Course ID** area
- You will see a list of your courses you have instructor access to, Select the course you want to copy **into (Destination course)**



The screenshot shows the 'Courses' page in the Blackboard Control Panel. The page title is 'Courses'. There are search and filter options at the top, including 'Search by' (Course ID, Instructor, Name/Description), a search input field, and a 'Search' button. Below that is a 'Created in Last' filter with options for 'All Courses', 'Month', and 'Day'. The main content is a table of courses:

Course ID	Course Name	Created	Instructor Username	Instructor Name
0465-54-10120120-23456	2013 Fall: Tutorial Course	Nov 23, 2013	bbtrain10	Instructor 10, Bb Instructor 10
0470-54-10120120-12345	2014 Spring: Tutorial Course	Nov 23, 2013	bbtrain10	Instructor 10, Bb Instructor 10
2009B	Spring 2014 Template	Nov 21, 2013	de groot kruzank bbtrain10 willto	DeGroot, Jonathan Kruzan, Kristin Instructor 10, Bb Instructor 10 Will, Todd
DEV-0465-Demo-Degroot	2013 Fall: Demonstration Course	Aug 21, 2013	de groot bbtrain10	DeGroot, Jonathan Instructor 10, Bb Instructor 10

At the bottom of the page, there is a message 'Displaying 1 to 4 of 4 items', buttons for 'Show All' and 'Edit Paging...', and two action buttons: 'Cancel' and 'Submit'.

See the remainder of the course copy option selections on the next page.

Copying a Course-Copy Options

2. Select Copy Options

* Destination Course ID

Select Course Materials

Content Areas
 Course Information
 Learning Plans
 Student Resources
 Instructor Resources

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 rows are not included.

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

Glossary

Grade Center Columns and Settings

Group Settings

Journals

Retention Center Rules

Rubrics

Settings

Availability

Banner Image

Course Guest Access

Course Observer Access

Duration

Enrollment Options

Language Pack

Navigation Settings

Tasks

Tests, Surveys, and Pools

Wikis

Click on **Select All**, then uncheck the items not needed.

Student Resources and Instructor Resources

are updated each semester.
You do not want to copy over the old information.

Only select announcements if you want to copy over your old announcements.

Selecting “Include starter posts for...” will copy over all student posts except for replies

Selecting “Include only the forums....” will remove all posts made in forums.

If you have a banner image in your course make sure to copy that over.

Select “Copy links and copies of the content” to ensure all files

3. 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 select this.
PeopleSoft handles course enrollment.**

4. Enrollments

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.

Enrollments

Include Enrollments in the Copy

To complete the course copy, click **Submit**.

The Course Copy process usually takes a few minutes. You will receive an email notification when your course copy is complete.