

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** → **Select Copy Type** Copy Course Materials into an Existing Course ▼
- 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)**

Courses

Search by: ☐ Course ID ☐ Instructor ☐ Name/Description

Created in Last: ☐ All Courses ☐ Month ☐ Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> 0465-54-10120120-23456	2013 Fall: Tutorial Course	Nov 23, 2013	bbtrain10	Instructor 10, Bb Instructor 10
<input type="radio"/> 0470-54-10120120-12345	2014 Spring: Tutorial Course	Nov 23, 2013	bbtrain10	Instructor 10, Bb Instructor 10
<input type="radio"/> 2009B	Spring 2014 Template	Nov 21, 2013	degroot kruzank bbtrain10 willto	DeGroot, Jonathan Kruzan, Kristin Instructor 10, Bb Instructor 10 Will, Todd
<input type="radio"/> DEV-0465-Demo-Degroot	2013 Fall: Demonstration Course	Aug 21, 2013	degroot bbtrain10	DeGroot, Jonathan Instructor 10, Bb Instructor 10

Displaying 1 to 4 of 4 items

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 settings 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.