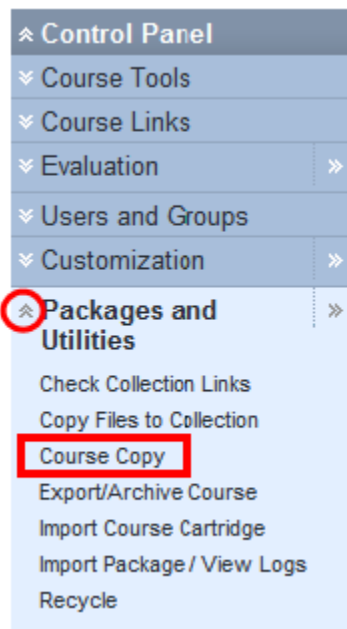


Blackboard's Course Copy feature can be used to "roll over" course content into a new course from semester to semester or to copy course materials into multiple sections of the same course. You can use it to copy all content or you can selectively choose which content to copy to a new course.

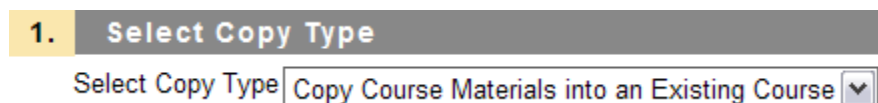
Here are two examples: a) copy content from your Fall course into a new Spring section of the same course; b) copy content from one ENG 101 course to all of the other sections of ENG 101 that you teach.

Before using Course Copy, please read through the section on page 3, titled "Important Information You Should Know About Course Copy."

1. Click on the drop-down arrows next to **Packages and Utilities** in the *Control Panel* of the course that contains the content to be copied.
2. Click **Course Copy**.



3. In the *Select Copy Type* area, **Copy Course Materials into an Existing Course** will be selected.



4. In the *Select Copy Options* section, in the **Destination Course ID** field, click **Browse** to locate the course you wish to copy into (destination course).

2. Select Copy Options

* Destination Course ID

5. A list of all your courses will display, click the radio button next to the course in which you want to copy your content (destination course) and click **Submit**.

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"/>	GWC.BBv8.Training1	GWC BB v.8 Training	Mar 26, 2009	ballardl	Ballard, Laura
<input type="radio"/>	GWC.BBv8.Training2	GWC BB v.8 Training	Mar 26, 2009	ballardl	Ballard, Laura
<input type="radio"/>	GWC.Ballard.Sandbox	GWC Ballard Sandbox	Mar 24, 2009	ballardl	Ballard, Laura

Displaying 1 to 3 of 3 items

6. In the *Select Course Materials* section, select the checkboxes for each of the items you wish to copy. If you wish to copy all the course content, click all the checkboxes.

Select Course Materials

- Content Areas
 - Start Here
 - Syllabus
 - Schedule
 - Assignments
 - GWC Resources
- Adaptive Release Rules for Content

User criteria will not be captured if Enrollments are not included.
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Settings
- Contacts
- Tasks
- Tests, Surveys, and Pools

NOTE: If your campus uses a template, you do not need to copy items that are already included in that template, as those items will appear twice in the destination class. The items that appear in the select course materials list will vary based on the course menu structure of your class.



It is highly recommended that you select the **Settings** option, because it preserves linkages between the Grade Center and such items as Tests and Assignments deployed in content areas.

7. Click **Submit**. The following message will be displayed: "Course copy action queued. An email will be sent when the process is complete."

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



Depending on the amount of content in your course and the number of course copies being completed by other instructors, it may take a few minutes or several hours to complete the copy process. Please wait for the email letting you know it is complete. Don't try to do another copy, as you will end up with multiple copies of everything in your course.



There may be a few clean-up issues, depending on the complexity of the content in your course. These issues are listed below for your consideration.

Important Information You Should Know About Course Copy

Course Copy adds copied content to the destination course. It does not overwrite anything in the destination course even if items in the destination course have the same name. Use care not to copy the course twice, as this will cause the destination course to have duplicates of everything.

Grade Center: Copies the Grade Center Columns and Settings to the destination course; no students or grades are copied.

Tests, Surveys, Pools: Will copy to the destination course. You may need to deploy them (check the status by clicking the drop-down arrows next to the Course Tools in the Control Panel. Click on the Tests, Survey and Pools option and then click on Tests to view a list of tests available and their deployment status).

Discussion Board: Forums and discussion threads copy over; replies to threads do not. You may need to do some cleanup in the discussion forums that copy over. You may elect to not move over discussion forums and instead to recreate those forums in the destination class.

Course Menu: Some of the course menu items may be in a different order, or you may find a few duplicates. This is because the course copy function adds to the course menu; it does not remove any of the course items that were in the destination course before the copy. You can reorder and remove course menu items as needed.

Settings: Controls linkages between the Grade Center and such items as Tests and Assignments deployed in content areas.

To reorder course menu items: Click and drag them up or down using the double-sided arrow to the left of each menu item.

To remove a duplicate course menu item: Make sure nothing is behind the item you wish to remove. Click the drop-down arrow to the right of the course menu item and select Delete.

<p>CAUTION: Do not remove any course menu item that contains course content, as this will delete the course content along with the course menu item.</p>
