CUNY Blackboard

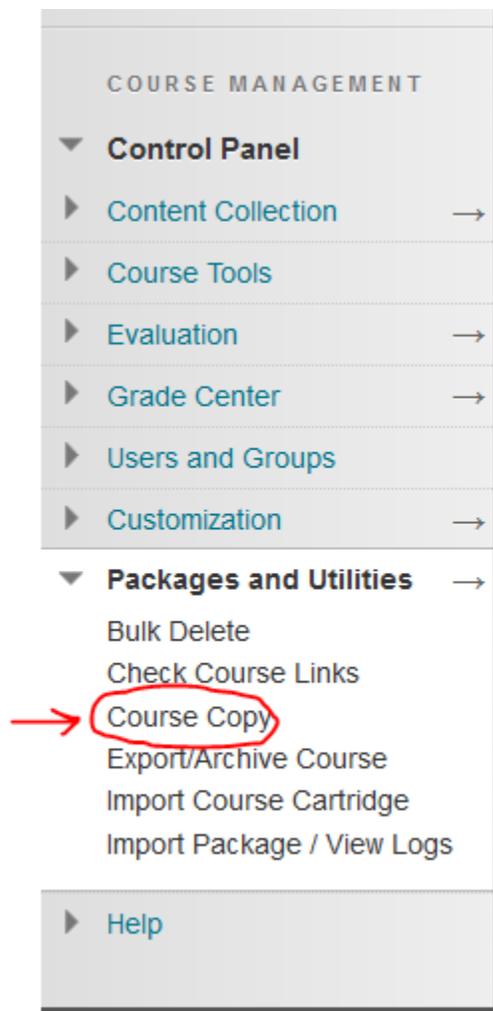## How to Copy a Course in Blackboard

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Step 1) Log into you're the course that contains the material you want to copy. On the left hand control panel, click "Packages and Utilities" and then select "Course Copy"

Step 2) Change to "Copy Course Materials into an Existing Course" by clicking that down arrow, and choosing that option.

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some *make copies of them.* *More Help*

SELECT COPY TYPE

Select Copy Type   Copy Course Materials into an Existing Course ▾

SELECT COPY OPTIONS

✳ Destination Course ID   [   ]   Browse...

Select Course Materials

[Select All] [Unselect All]

☐ Content Areas
    ☐ Home Page

Step 3) Click BROWSE. This will allow you to locate your new course (The "destination" course).

SELECT COPY OPTIONS

✳ Destination Course ID   [   ]   Browse...

Select Course Materials

Step 4) This is a screenshot from my test course – I am only teaching this one course. The list you will see will be of all of the courses that you are teaching or have taught at Baruch. Please locate and then select the course you want to transfer the material to by clicking the _____ to the left of your Course's ID.

Then click **SUBMIT**.

Step 5) Next, we will be selecting what content of your OLD Course (your "Source" source) you want copied over to your NEW Course ("Destination" course). Please review the list of options you see within this section. If you want everything copied over, meaning all of your content areas, links, grade center columns, etc., then click "Select All." To pick and choose what content you want transferred over, just click the check box to the left of each content item.

<mark>**FOR EXAMPLE:** If Professor A had all of the class readings uploaded under "Assignments", and wants to copy it into his or her new course, they would need to check the "Assignments" box. The list of content areas you will see will match the content areas you have in your OLD course.</mark>

<mark>**IMPORTANT NOTE:**</mark>

<mark>In order to copy exams from one course to the next, you must select:</mark>

<mark>1) The Course content area where the exam links are</mark>
<mark>2) All Grade Center Columns and Settings</mark>
<mark>3) Tests, Surveys, & Pools</mark>

<mark>Only when those 3 are selected can you copy over the exam links / grade center settings so that the exams work in your new course like they did in the previous course.</mark>

Now, scroll down past this section to the "File Attachments" Section.

Step 6) Click the circle to the left of "Copy link and copies of the content" to copy the content and links you created within your old course to your new course.

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links an

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)

Step 7) Ignore the "ENROLLMENTS" section below – there is a separate tool called the "Section Merge Tool" that is used to merge rosters. You are now ready to perform the course copy! Click "SUBMIT" to begin the process.

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

Click Submit to proceed. Click Cancel to go back.

Cancel   Submit

Your course copy should be completed within 24 hours, but most times a lot sooner than that. It really depends on how much data is being copied over, and what type of data it was (i.e. video files versus word documents…)