

Copying Materials from Previous Blackboard Courses

Two Copy Methods

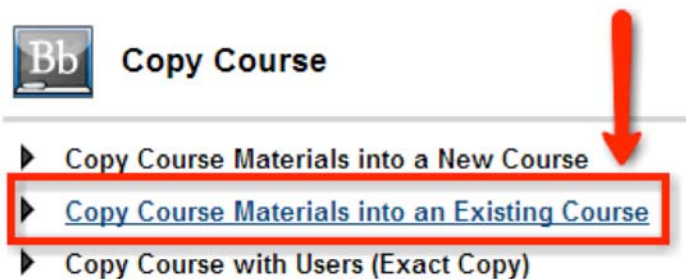
As you prepare your Blackboard courses, you may find that you would like to repurpose material from a previous semester. Blackboard provides two methods for copying materials from one course to another. The **Copy Course** feature is useful for copying most or all of an existing course to a new course shell. The **Copy** feature is useful for copying individual items or folders to a new course shell or to a different location within an existing course. The two methods are described below.

Method 1: Copying Entire Courses

Blackboard's **Copy Course** feature enables you to copy all the content in selected content areas or tool areas to a new course shell.

To use the **Copy Course** feature:

1. Log in to Blackboard and go to the course from which you wish to copy materials (the source course).
2. Go to the **Control Panel**.
3. Click on **Course Copy** (under **Course Options**).
4. You will see a screen with three options (see below). In Hunter's Blackboard system, **Copy Course Materials into an Existing Course** is the only available option. Click on this link to select which sections of the course to copy.



5. Choose the course to which to copy materials (the destination course) by clicking the **Browse** button. You must be an instructor in the destination course.



Copy Course Materials into an Existing Course

Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

* Destination Course ID

2 Select Course Materials

- Content
 - Getting Started
 - Examples
 - Course Information
 - Course Materials
 - Assignments
 - <hr>
 - <hr>
- Adaptive Release rules for content
User criteria will not be captured if Enrollments are not included.
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

Select the specific areas to copy. New content will be added to the destination course based on your selection, but no existing content will be removed from the source course.

Note: Your view may differ from the image above if you have made changes to the course navigation mention content areas.

6. Click the **Submit** button. You will see a confirmation message stating that you will receive an email when the course copy is complete.

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.



Method 2: Copying Specific Items

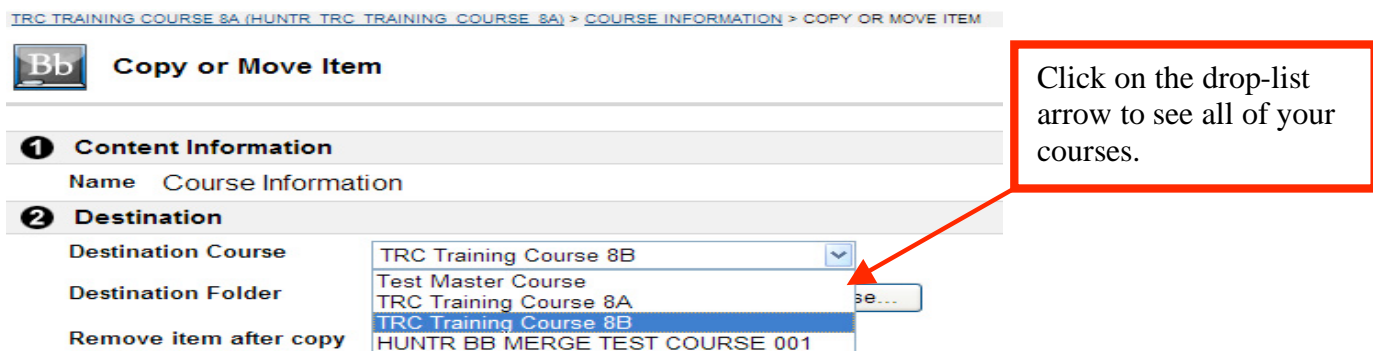
Blackboard's **Copy** feature lets you choose specific folders or items to copy to a new course shell or to another location within the same course shell.

To use the **Copy** feature:

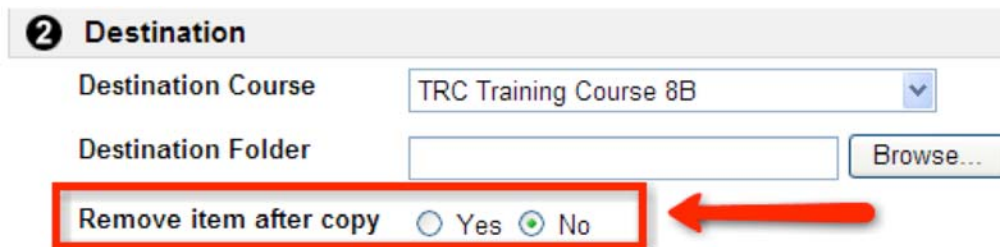
1. Log in to Blackboard and go to the course from which you wish to copy materials (the source course).
2. Go to the area (e.g., Course Information) from which you would like to copy a specific document or item. Switch to 'edit' mode by clicking the **Edit View** link in the top right area of the screen.



3. Click the **Copy** button to select a destination course and folder. You can copy the items to a different course or to a different folder in the same course.



You can also choose whether to remove the original item after copying it to its new location or to keep a copy of the item in its original location:



4. Click **Submit** when done.

