

# Copying Course Materials

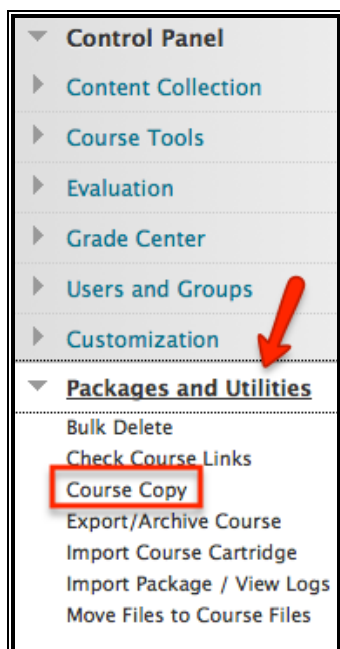
## Overview

As you prepare your Blackboard courses, you may want to reuse material from a previous semester. Blackboard provides two methods for copying materials from one course to another. The **Course Copy** 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 (ie. documents, PowerPoint presentations, etc) or folders to a new course shell or to a different location within an existing course. The two methods are described below.

## Course Copy- 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.

1. Log in to Blackboard and go to the course from which you wish to copy materials (the source course).
2. In the left toolbar, you will see a heading that says **Course Management**. Click on **Packages and Utilities**. Click on the option for **Course Copy**.



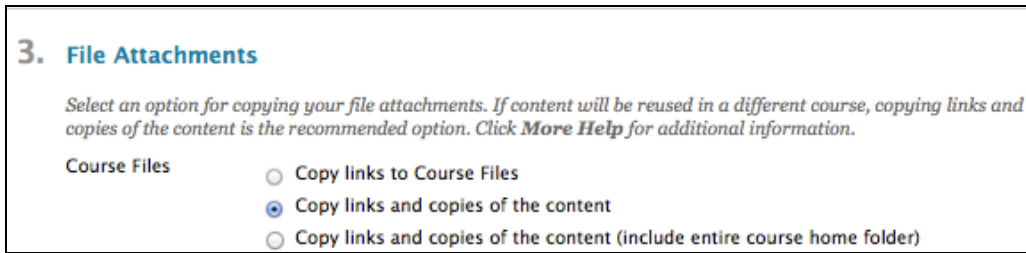
3. The following page will load. For step 1, you will **Select Copy type**. Then choose **Copy Course Material into an Existing Course**.

4. For step 2, choose the **Destination Course ID** by clicking the **Browse** button. You must be an instructor in the destination course. This is the course where your material will be moved to. You will then select course materials 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:**

- 1) If **Content Area** items contain items attached to Grade center **Grade Center Columns and Settings** should be selected.
- 2) If **Grade Center Columns and Settings** is selected, the **Tests, Surveys, and Pools** option should be selected.

5. In **File attachments** we recommend that you choose to **Copy links and copies of the content** so that your content will work in the destination course.



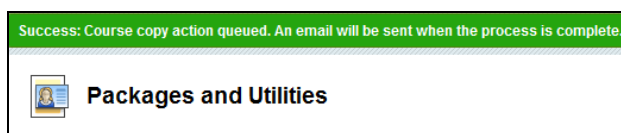
6. Step 4 should NOT be checked. Copying **Enrollments** will place students from your previous course into the new course. Including enrollments will cause problems with Blackboard.



7. Finally, under option 5, click the **Submit** button.



8. You will see a confirmation message stating that you will receive an email when the course copy is complete.

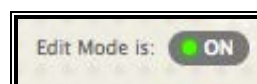


## Copying Specific Items

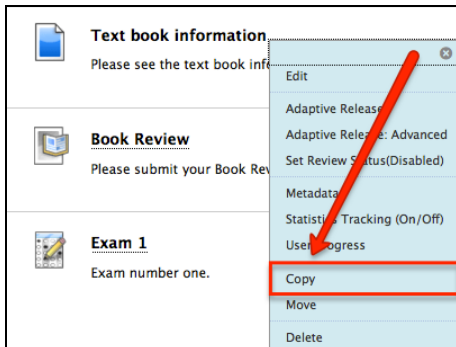
Blackboard's **Copy** feature lets you choose specific folders or items to copy to a new course shell or to another location within the same course shell.

To use the **Copy** feature

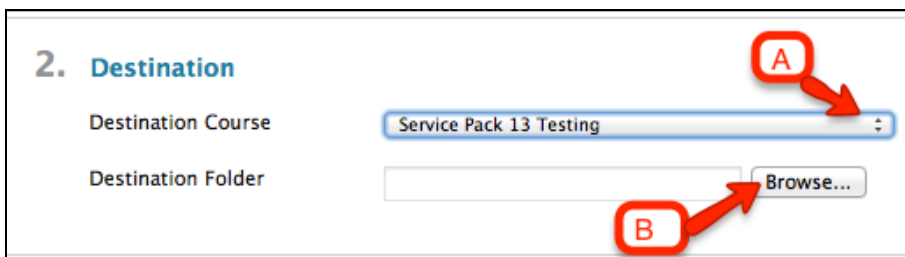
1. Log in to Blackboard and go to the course from which you wish to copy materials (the source course). On the top right corner, ensure that the **Edit Mode** is in the **ON** position.



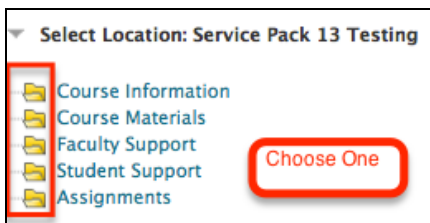
- Go to the content area (e.g., Course Information) from which you would like to copy a specific document or item. Click the down arrow next to the file of interest and click on **Copy**.



- Select a **Destination Course (A)** and **Destination Folder (B)**. You can copy the items to a different course or to a different folder in the same course.



- (A) Destination Course:** Clicking the arrow will provide you with a drop down menu of the courses you teach. Select a different course or the same course if you are moving the item to a different folder.
- (B) Destination Folder:** Clicking on Browse will open the following prompt. Here you will choose a folder where you would like to place the item.



- Click **Submit** when you are done.



If you have further questions, faculty members can email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).