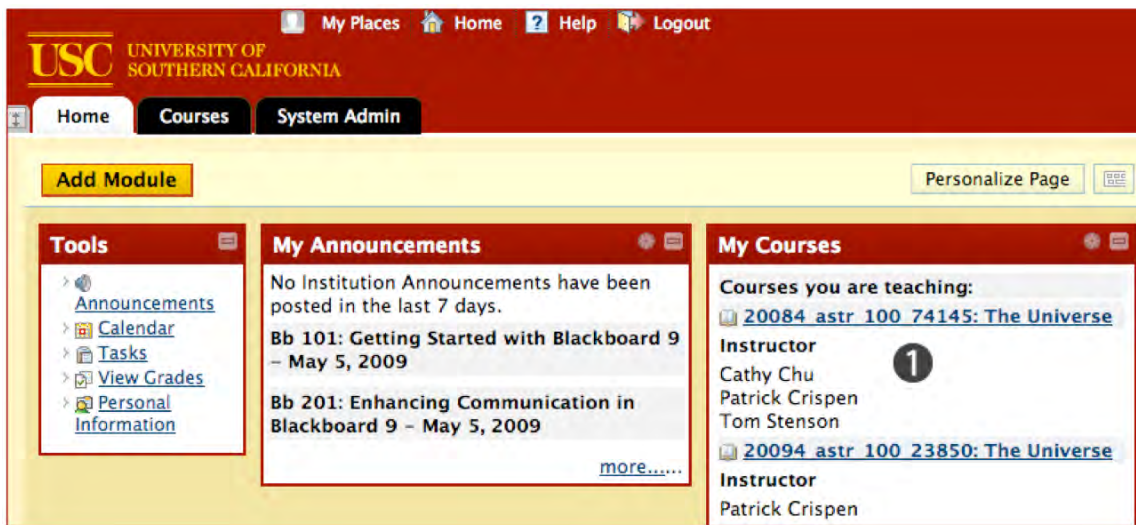


Topic: Copying Course Content

- 1 On the **Home** tab, under **My Courses**, click the old course—the course whose content you would like to copy.
- 2 On the **Control Panel**, under **Packages and Utilities**, click **Course Copy**.
- 3 Under **Select Copy Type**, choose **Copy Course Materials into an Existing Course**.
- 4 Under **Select Copy Options**, click **Browse**.
- 5 Select the course into which you would like your content copied.
- 6 Click **Submit**.
- 7 Under **Select Course Materials**, check each and every checkbox – even if you only want to copy certain items. [Because of the way that Blackboard stores certain files and items, complete course copies are almost always more successful than partial copies.]
- 8 Under **Enrollments**, uncheck Include Enrollments in the Copy. [Checking **Include Enrollments in the Copy** enrolls your prior course's students in your new course.]
- 9 Click **Submit**. Blackboard will send you an email message when the course copy is complete.



The screenshot displays the Blackboard 9 interface for the University of Southern California (USC). The top navigation bar includes links for **My Places**, **Home**, **Help**, and **Logout**. Below this, the **Home** tab is selected, showing a **Home** button and a **Courses** button. The main content area is divided into three columns: **Tools**, **My Announcements**, and **My Courses**. The **Tools** column lists [Announcements](#), [Calendar](#), [Tasks](#), [View Grades](#), and [Personal Information](#). The **My Announcements** column shows two announcements: "Bb 101: Getting Started with Blackboard 9 – May 5, 2009" and "Bb 201: Enhancing Communication in Blackboard 9 – May 5, 2009", with a [more.....](#) link. The **My Courses** column, titled "Courses you are teaching:", lists two courses: "20084 astr 100 74145: The Universe" and "20094 astr 100 23850: The Universe". The first course is marked with a circled "1" and lists instructors Cathy Chu, Patrick Crispen, and Tom Stenson. The second course lists instructor Patrick Crispen.

Blackboard 9 @ USC Quick Steps

COURSE MANAGEMENT

Control Panel

Course Tools

Course Links

Evaluation »

Users and Groups

Customization »

Packages and Utilities

Course Copy 2


Export/Archive Course

Import Course Cartridge

Import Package / View Logs

Recycle

Help



Copy Course

Course Copy can make an exact copy of the Course. Course Copy can also make a copy of some of the materials and create a new Course or add the materials to an existing Course. [More Help](#)

Cancel

Submit

1. Select Copy Type

Select Copy Type

Copy Course Materials into an Existing Course

Copy Course Materials into a New Course


Copy Course Materials into an Existing Course 3

Copy Course with Users (Exact Copy)

2. Select Copy Options

Destination Course ID

Browse... 4



Courses

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

Search

Created in Last: ☐ All Courses ☐ Month ☐ Day

5

Course ID	Course Name	Created	Instructor Username	Instructor Name
<div>20094_astr_100_23850</div>	20094_astr_100_23850: The Universe	May 1, 2009	pcrispen	Crispen, Patrick

Displaying 1 to 1 of 1 Items

Show All

Edit Page... 6

Cancel

Submit

2. Select Copy Options

★ Destination Course ID

Select Course Materials **7**

- ☒ Content Areas
 - ☒ Orientation
 - ☒ Course Information
 - ☒ Units
 - ☒ Chapter 1
 - ☒ Assessments
 - ☒ External Links
 - ☒ Workshop 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

3. 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 **8** ☐ Include Enrollments in the Copy

4. Submit

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