

## Using the Course Copy Option in Blackboard

You have the ability to copy your material from one Blackboard (Bb) course shell to another much like an Administrator can – all content, or just specific items.

After the Bb Course Shells have been created (requested via the BearPAWS request form), enter one of your Templates (the source). Then, follow these steps:

1. Enter your Control Panel, then click **Course Copy** (found under the Course Options category)

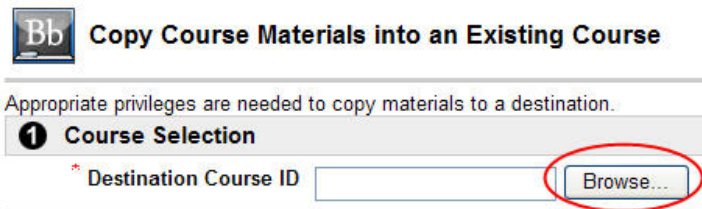


2. You may see three options for the copy process. Use **ONLY** the middle choice – click **Copy Course Materials into an Existing Course**.

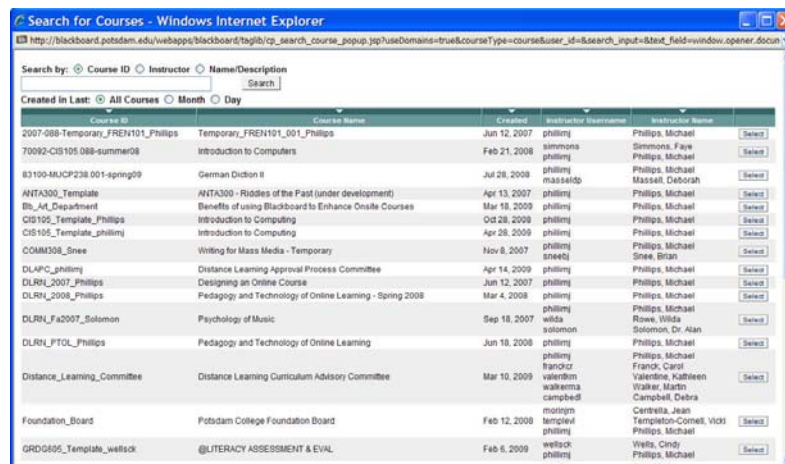


Remember, do this after your request for a new course shell has been completed.

3. Now choose the destination course shell (the place you want to copy your material to). Click the **Browse** button.



4. When you click the Browse button, a search box appears, but so may **ALL** course shells and templates you have (as in the image below)...



Use the search field to reduce the number you see, or to specify the destination. In the example below, I filtered the results to only IDs that contain fall09 (knowing this is part of the course ID scheme for the official course shells). With a query in place, click **Search**.

Search by:  Course ID  Instructor  Name/Description  
fall09

The results make it easier to identify my desired destination shell –


Search by:  Course ID  Instructor  Name/Description  
fall09   
Created in Last:  All Courses  Month  Day

Course ID	Course Name	Created	Instructor Username	Instructor Name	
90951_CIS105.001_phillimj_FALL09	Introduction to Computing	May 5, 2009	phillimj	Phillips, Michael	<input type="button" value="Select"/>

To identify this as my destination, I click the **Select** button.

5. Now I can choose which material to copy from the source to the destination course shell.

In the image to the right, you can check the **Content** box to “select all” content. Or, check boxes next to specific content. If your template is set up like mine, I have content organized for a full semester and for a shortened term (summer session).

 **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

- Orientation - Requirements
- Syllabus
- Schedule
- Weekly Plan - Summer
- Lecture Section Materials
- Labs - Full Semester
- Course Materials
- Power Point Slides

Adaptive Release rules for content  
User criteria will not be captured if Enrollments are not included.

- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board

6. For my example, I'll choose only material organized for a full semester.

I highlighted the items I chose NOT to copy this time.

For those who have a template for each version, select all content accordingly.

Content

- Orientation - Requirements
- Syllabus
- Schedule
- Weekly Plan - Summer
- Lecture Section Materials
- Labs - Full Semester
- Course Materials
- Power Point Slides

7. At the bottom of the page is step three, regarding enrollments. Ignore this.

While it makes little difference when copying from the Template to a Course Shell – the reverse should be avoided, as it is not recommended to enroll students in your Template(s).

**3 Enrollments**

Enrollments  
Copy enrollments for all users in the course.

**DO NOT COPY ENROLLMENTS**

8. When all material has been chosen, click **Submit** to initiate the copy process.

Cancel **Submit**

9. You'll get a receipt – click OK to move past it.



This course copy action has been successfully queued. An email will be sent when the process is complete.

10. When your copy request has been completed (you'll get an email), you can enter your course shell and begin tweaking things as necessary. Here are some things you may need to give attention to:

- **Correct your Course Menu display order** – to do this, enter the **Control Panel** and choose **Manage Course Menu**. In this area you can re-order the item and/or change the name if you wish. See the **Managing Your Course Menu** tutorial for more instructions (found on the Blackboard Service and Support page).
- **Check the order of your folders/items** throughout your course site. It is always recommended that you check your links, assignments, and content following a copy just to ensure all is in order and works properly. It's just a bit of quality assurance for your students.
- **Missing elements?** If you find something missing, first make sure it's actually missing, that it's not turned off (unavailable), instead. Then, enter your source again (the

Template in most situations) and choose to copy **ONLY the missing element**. When material is copied in Bb, nothing is overwritten, but instead duplicated. If you choose to copy the whole template again, most items will appear twice and must be manually removed.

If a **Content Area** is missing, use the **Course Copy** tool; if a particular *item* or *folder* is missing, use the **copy feature** to the far right of the item in question to copy it to the destination shell.

Send questions to [bbsupport@potdam.edu](mailto:bbsupport@potdam.edu).