



Copy your Course Content from One Course to Another.

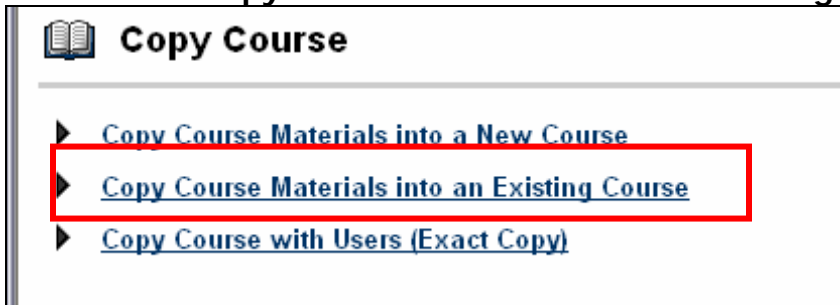
Course copy will copy content from one course to another. In this way, it stays within the system. If you would like to retain a copy of the content to upload into your course each semester, use the Export course tool.

How to Copy your Course Content:

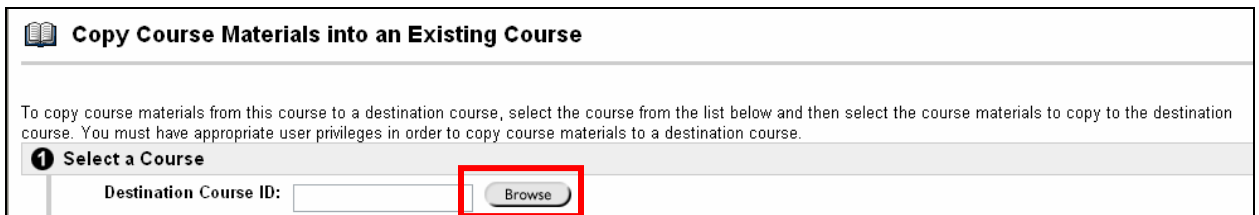
1. Enter the **Control Panel** of the course you wish to copy content from.
2. Select "**Copy Course**" from the "**Course Options**" in the **Control Panel**.



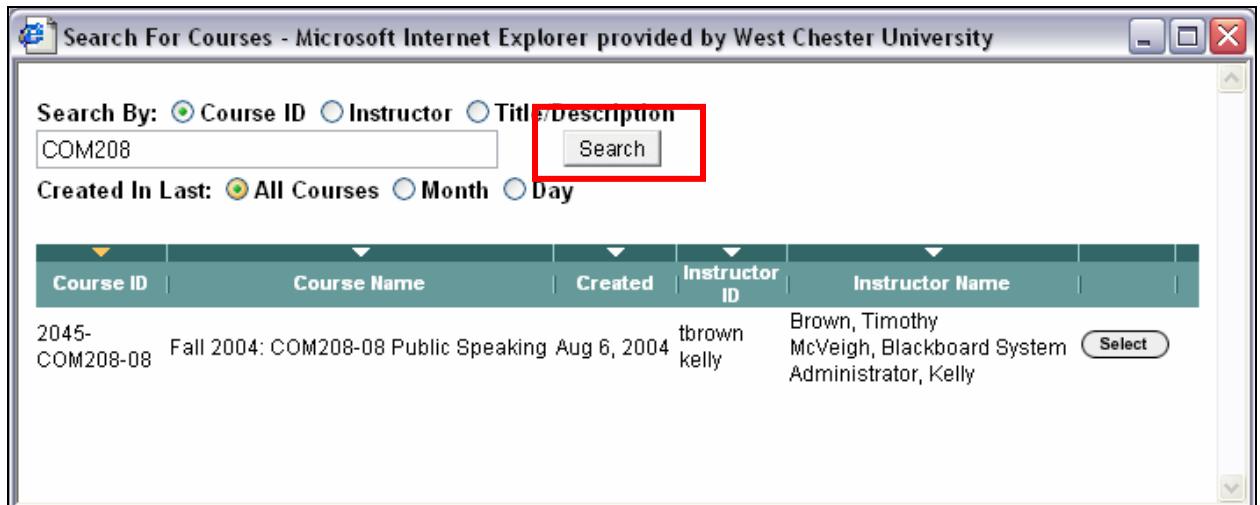
3. Then click "**Copy Course Materials into an Existing Course**"



4. To copy materials from this course to the destination course, click the Browse button, and select the course from the list.



5. Click search or enter the course id and number.

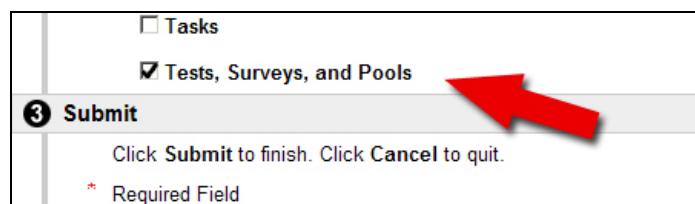


6. Click the **"Select"** button next to the destination course

7. Select the box that says **"Content"**. And check off any additional items that you want.

***Note: If you perform this action more than once, multiple copies of course materials will appear in the destination course.**

- a. Announcements: Copies all announcements
- b. Course Syllabus: as stated
- c. Course Documents: as stated
- d. Assignments: as stated
- e. Test and Quizzes: *Please note, if you are attempting to copy Test and quizzes that you have built in Blackboard, you must also select **"Tests, Surveys, and Pools"** box at the very bottom of the check list.



- e. Discussion Board: Copies forum topics and initial threads, and **replies**.
- f. Gradebook Items and Settings: As stated, but not user grades.
- g. Group Settings: The names of the groups, but not assignees.
- h. Settings: Course banners and modifications to the look of your course.
- i. Staff Information: Your staff profile, if applied.
- j. *Tests, Surveys, and Pools: Select this to copy all tests built in Blackboard. You will still have to manually re-deploy them to the Test & Quizzes area of your course when ready.

8. After you have made your selections, click **"Submit"**.

- a. A message will appear *"This action has been successfully queued. An e-mail will be sent when the process is complete."*
- b. Depending upon the size, and the number of instructors doing similar transfers, this could be nearly instantaneous or could take 10-15 minutes. We suggest you exit your course and return to it after you receive email confirmation.