

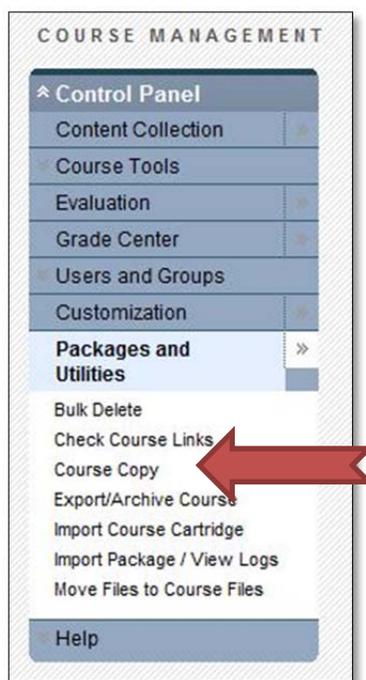
Course Copy in Blackboard 9.1

Instructors have access to copy Blackboard course materials from a current course to a new course. The instructor must be listed as the instructor in both courses to use this utility.

- Select the course to **copy from** (source course).



- Go to Control Panel and click "**Course Copy**"



- On the new window you must follow the steps:

On #1: Use the drop down menu and select the option "**Copy Course Materials into an Existing Course**"

On #2: Click the Browse button and select the course to **copy to** (destination course)
Select all items to be copied into the new course site.

Cancel Submit

1. Select Copy Type

Select Copy Type

2. Select Copy Options

* Destination Course ID

Select Course Materials

- Content Areas
 - Instructions & Resources
 - Start Here
 - Module 1
 - Module 2
 - Module 3
 - Module 4

On #3: Select the option **“Copy links and copies of the content (Include all Course Files)”**, if you wish to keep all documents used on the original course

On #4: Do not check this option. This will copy student enrollments from the original course to the new course.

On #5: Click the **“Submit”** button

3. Course Files

Choose between copying only the links to files in Course Files or the links and new copies of each file in Course Files. Click Calculate Size to make sure that the package size does not exceed the limit.

Course Files Copy links to Course Files Copy links and copies of the content (Include all Course Files)

Package Size

4. 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 Include Enrollments in the Copy

5. Submit

Cancel Submit

Course copy action is queued. An email will be sent to you when the process is complete



The screenshot shows a software interface with a grey header bar containing the text "02SP Packages and Utilities". Below the header is a green notification bar with the text "Success: Course copy action queued. An email will be sent when the process is complete." The main content area has a yellow background with the title "Packages and Utilities" and a small icon of a person. Below this, there are two expandable sections: "Check Course Links" with the description "Check the status of links from Course Files to content in the course." and "Course Copy" with the description "Copy information from selected course."

02SP Packages and Utilities

Success: Course copy action queued. An email will be sent when the process is complete.

 Packages and Utilities

- » **Check Course Links**
Check the status of links from Course Files to content in the course.
- » **Course Copy**
Copy information from selected course.