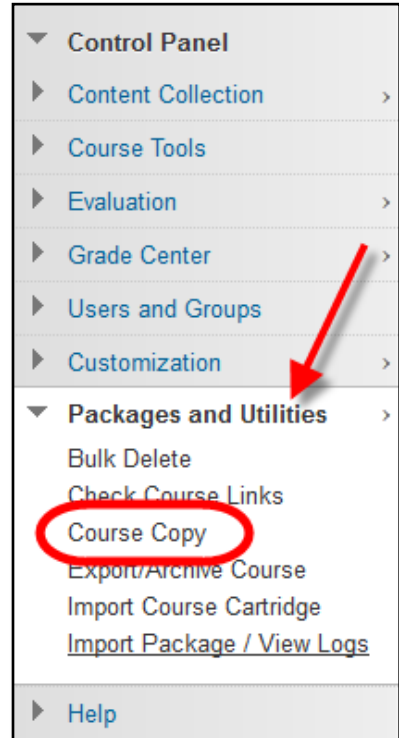


COPYING COURSES (COURSE COPY)

You can copy courses and use them as a convenient way to reuse and adapt existing course structures, materials, and content.

HOW TO COPY A COURSE

1. In the course you want to copy (your “old” course), on the **Control Panel**, expand the **Packages and Utilities** section and select **Course Copy**.



2. For Destination Course ID, click **Browse**.

SELECT COPY OPTIONS

* Destination Course ID

3. A list of all of your course appears. Select the option to the left of the course you want to copy this course into (your “new” course).

Courses

Search by: Course ID Instructor Name/Description

Search

Created in Last: All Courses Month Day

Page 1 of 2 > >>

| Course ID | Course Name | Created | Instructor Username | Instructor Name |
|---|--------------------------------|--------------|----------------------------|--|
| <input type="radio"/> DEV_ITS_1000 | DEV_ITS_1000 | Nov 11, 2014 | kf560206 ch767894 | Favela, Krista Henthorn, Anson |
| <input type="radio"/> DEV_ITS_2000 | DEV_ITS_2000 | Nov 17, 2014 | kf560206 | Favela, Krista |
| <input type="radio"/> DEV_ITS_3000 | 2015FA_HIST_1301 | Jan 6, 2015 | kf560206 ti1 | Favela, Krista Instructor, Test |
| <input checked="" type="radio"/> 2014FA_HIST_1301 | 2014FA_HIST_1301 | Jun 20, 2014 | kf560206 sf10157 ti1 | Favela, Krista Fulgham, Susan Instructor, Test |
| <input type="radio"/> DEV_TRAIN_0001_0560206 | DEV_TRAIN_0001: Migr... Course | Feb 26, 2015 | kf560206 | Favela, Krista |

4. Click **Submit**.

5. In the **Select Course Materials** section, select the **Select All** button, and change the Discussion Board option to “**Include only the forums, with no starter posts.**”

If there is a Tool that you do not want moved into your new course, uncheck the checkbox for that Tool.

Note: Not all checkboxes may be selected. Some settings are automatically set by the registrar’s office (i.e. course availability dates, duration, enrollment, etc.).

Select Course Materials

- Content Areas
 - Home Page
 - Syllabus
 - Lessons
 - Resources
 - Instructor Alerts
- Adaptive Release Rules for Content

User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

6. In the **File Attachments** section, select the option to copy links to:

- **Copy Links to Course Files:** No copies of linked files are included in the copy. The copied course will have the same set of links and those links will point back to the original location of the link defined in the origin course.
- **Copy links and copies of the content:** This will make copies of linked files, but **ONLY** those files that are linked. Files within the course's home folder that are not linked to any content within the course are not included in the copy. **(Recommended Setting)**
- **Copy links and copies of the content (include entire course home folder):** This will make copies of ALL files in the course's home folder whether those files are linked to course content or not.

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying information.

Course Files

Copy links to Course Files

Copy links and copies of the content

Copy links and copies of the content (include entire course home folder)

7. **(Not recommended)** Select **Enrollments** to copy the list of users in the course. User records, such as discussion board posts, grades, and assessment attempts will not be copied. User records are only copied if you select the Copy Course with Users (Exact Copy) option. **(Not recommended)**

8. Click **Submit**.

9. When you receive an email that the Import process has been completed, you may begin editing your content.



Note: Content may begin to appear before you receive an email. Until you receive an email the system may still be processing the copy. **Do not re-copy your course** or you will have duplicate content that will have to be deleted.



What if not all my content appears?

If your course is missing content or no content appears, log out of Blackboard, and wait 15 minutes before returning. If content is still missing contact the Help Desk or an Instructional Designer.

CLEAN-UP SUGGESTIONS

Old content such as discussion posts, and announcements may have copied over from the original course and should be deleted from the new course.

- Delete old Announcements (May be done through the Course Copy process)
- Delete old Discussion posts (May be done through the Course Copy process)
- Update Due Date on Tests
- Update Due Dates on Assignments
- Update Opening/Closing Dates on Content
- Replace Files

DO NOT PERFORM A COURSE COPY MULTIPLE TIMES.

If you experience a problem while exporting or importing your course, contact the Help Desk or an Instructional Designer.

RESOLVING COPIED COURSE ITEMS

When copying content and tools from one course to an existing course, the course menu must resolve itself in the destination course. The following table describes how course menu items are resolved.

| If | Then |
|---|--|
| A course area in the source course does not exist in the destination course. | The area will be added to the course menu in the destination course. |
| The course area in the source course and the course area in the destination course have the same name and are of the same type, for example, Web Links, Course Documents, or Content. | The content from the source course will be added, but will not replace, the content in the area within the destination course. |
| The course area in the source course and the course area in the destination course have the same name but are of different types. | The course area from the source course will be added to the destination course under a different name. The new name will append an incremental numeral to the name. For example, Course Materials will become Course Materials1. |