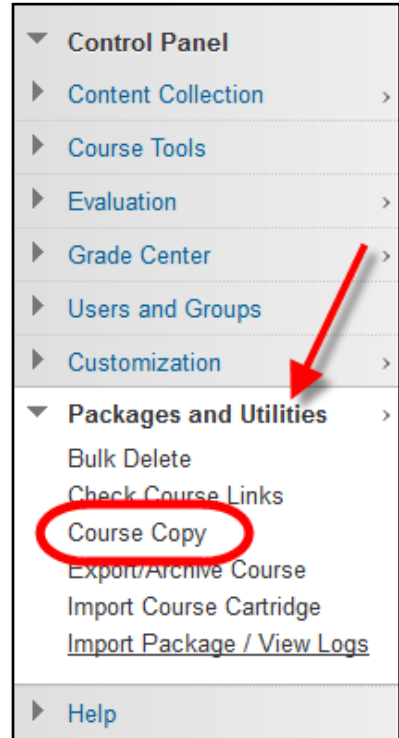


COPYING COURSES (COURSE COPY)

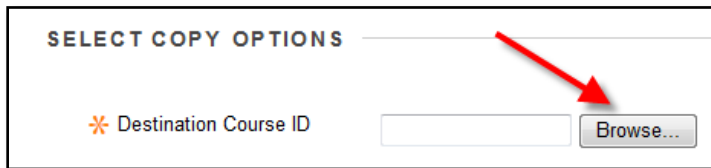
You can copy courses and use them as a convenient way to reuse and adapt existing course structures, materials, and content.

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**.*

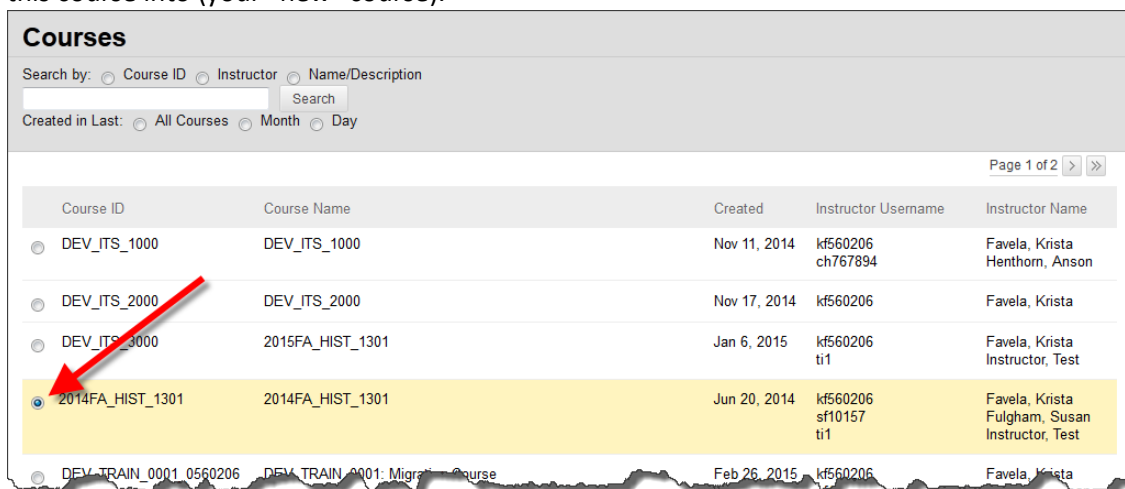


2. For Destination Course ID, click **Browse**.



A screenshot of a form titled 'SELECT COPY OPTIONS'. It features a text input field with a red asterisk icon and the label 'Destination Course ID'. To the right of the input field is a 'Browse...' button. A red arrow points from the top right towards the 'Browse...' button.

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).



A screenshot of a 'Courses' list interface. At the top, there are search filters for 'Course ID', 'Instructor', and 'Name/Description', along with a 'Search' button. Below the filters, there are radio buttons for 'All Courses', 'Month', and 'Day'. The main part of the interface is a table with columns: Course ID, Course Name, Created, Instructor Username, and Instructor Name. The table contains several rows of course data. The row for '2014FA_HIST_1301' is highlighted in yellow, and a red arrow points to the radio button next to its 'Course ID'.

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: Migrat... Course	Feb 26, 2015	kf560206	Favela, Krista

4. Click **Submit**.

5. In the **Select Course Materials** section:

- a. Click the **Select All** button
- b. Change the Discussion Board option to **“Include only the forums, with no starter posts”**
- c. Uncheck the **Group Settings** option (unless you use groups in your course).

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.).

The screenshot shows the 'Select Course Materials' interface. At the top, there are two buttons: 'Select All' and 'Unselect All'. Below this is a list of checkboxes, many of which are checked. The following options are highlighted with red boxes:

- Select All
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Group Settings

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.