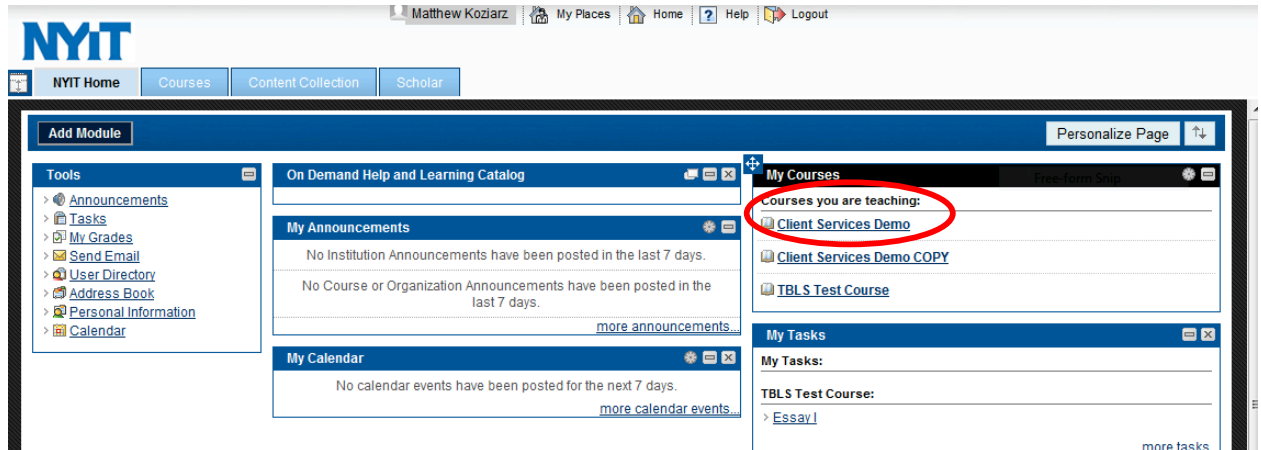
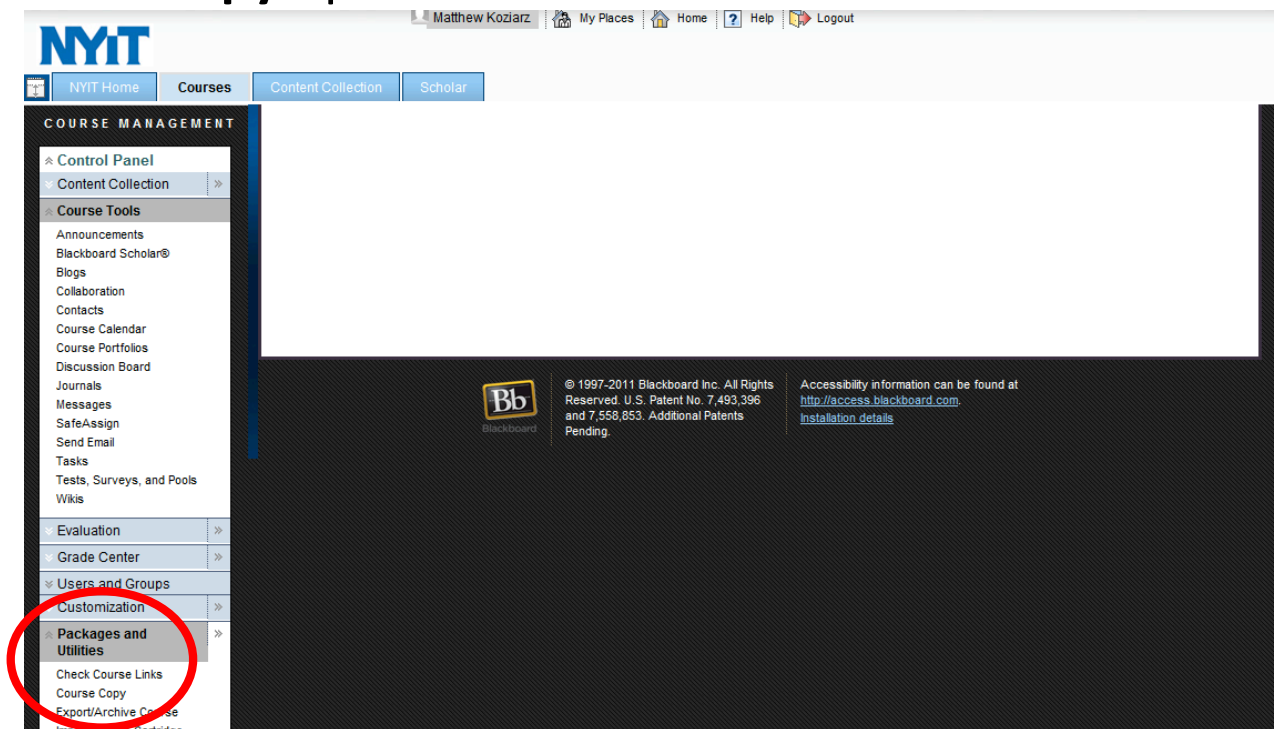


How to copy a course in Blackboard

1. Select the course to be copied.



2. From the **Course Management Tab** select: **Packages and Utilities** then **Course Copy** option:



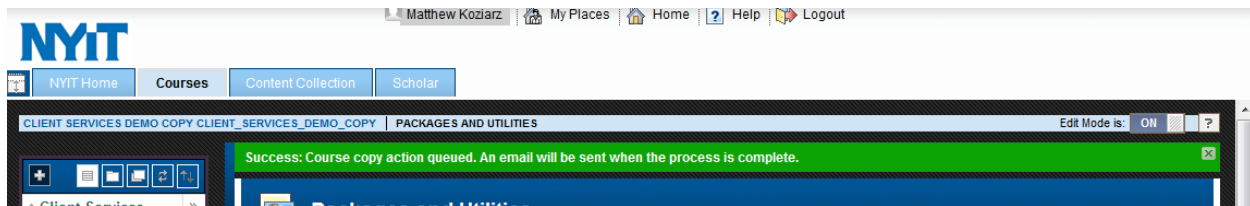
3. Course Copy.

- a. Select the **Copy Type**.
- b. Select the **Copy Options**.
- c. **Destination COURSE ID:** Choose the NEW COURSE from the drop down list
- d. **Select Copy options:** Check all the applicable course files
- e. **Course Files:**
- f. To finish: click **Submit**.

The screenshot shows the 'Course Copy' interface with a sidebar on the left and a main content area on the right. The sidebar includes a 'COURSE MANAGEMENT' section with various options like 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main content area is divided into four numbered steps:

- 1. Select Copy Type**: A dropdown menu is set to 'Copy Course Materials into an Existing Course'.
- 2. Select Copy Options**: A 'Destination Course ID' field contains 'CLIENT_SERVICES_D' with a 'Browse...' button. Below is a 'Select Course Materials' section with a list of checkboxes for various content types: Content Areas (About the Course, About the Professor, Syllabus, Handouts, Assignments, Tests and Quizzes, Faculty Help), Adaptive Release Rules for Content (with a note: '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, Discussion Board, Early Warning System Rules, Glossary, Grade Center Columns and Settings, Group Settings, Journals, Rubrics, Settings, Tasks, Tests, Surveys, and Pools, and Wikis.
- 3. Course Files**: A note says 'Choose between copying only the links to files in Course Files or the links and n... that the package size does not exceed the limit.' There are two radio buttons: 'Copy links to Course Files' (unselected) and 'Copy links and copies of the content (Include...)' (selected). Below are 'Package Size' buttons: 'Calculate Size' and 'Manage Package Contents'.
- 4. Submit**: At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in red.

A red callout box points to the 'Adaptive Release Rules for Content' option with the following text: 'This is an advanced feature. Much like an If Then rule for tests or assignments .E.G. Students needs to complete assignments/tests in chronological order before they can move on to the next assignment/test. This option is hardly ever used'.



4. Success – You will see the screen above

Other Content Area Descriptions:

Area	Description	When to copy?
Announcements	Announcements Area	Typically never. Only if you want to have old Bb announcements in your new course.
Blogs	Blog Area	Only if you retain sessions created in the previous course
Calendar	Calendar Area	Only if you setup the Calendar in the Bb course
Collaboration Sessions	Virtual Classroom & Chat Areas (NOT Wimba sessions)	Only if want to retain sessions created in the previous course
Contacts (Staff Information)	Staff Information	ALWAYS
Discussion Board	Discussion Board Area	ALWAYS
Early Warning System Rules	Early Warning System (EWS)	Only if you have

	Settings	established EWS rules within the Bb course
Glossary	Glossary Area	Only if you setup the course Glossary within the Bb course
Grade Center Columns and Settings	Gradecenter	ALWAYS
Group Settings	Groups	Only if you use the "Groups" area in the Bb course
Journals	Journal Area	Only if you retain sessions from previous course
Rubrics	Rubrics	Only if you used Rubrics in your previous course
Settings	Course Settings (i.e., banner, button style, etc.)	ALWAYS
Tasks	Task area	Only if you setup tasks in the Bb course
Tests, Surveys, and Pools	Test Manager	ALWAYS
Wikis	Wikis	Only if you used wiki's in your previous course

