



Course Copying to an Existing Course in Blackboard

8 Steps

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Creation Date

March 30, 2022

Last Updated

March 30, 2022



STEP 1

Reminder:

FYI before you begin:

When you copy content into an existing course, this process will ADD, not replace content in the destination course, so some cleanup may be required after the copy completes in order to get rid of duplicated or unwanted Course Menu items.

If you have learning modules or tests and question pools in your source course, it may be best to use the **export/import method**. Otherwise, follow the instructions below for **Copying Your Course**.

STEP 2

Directions:

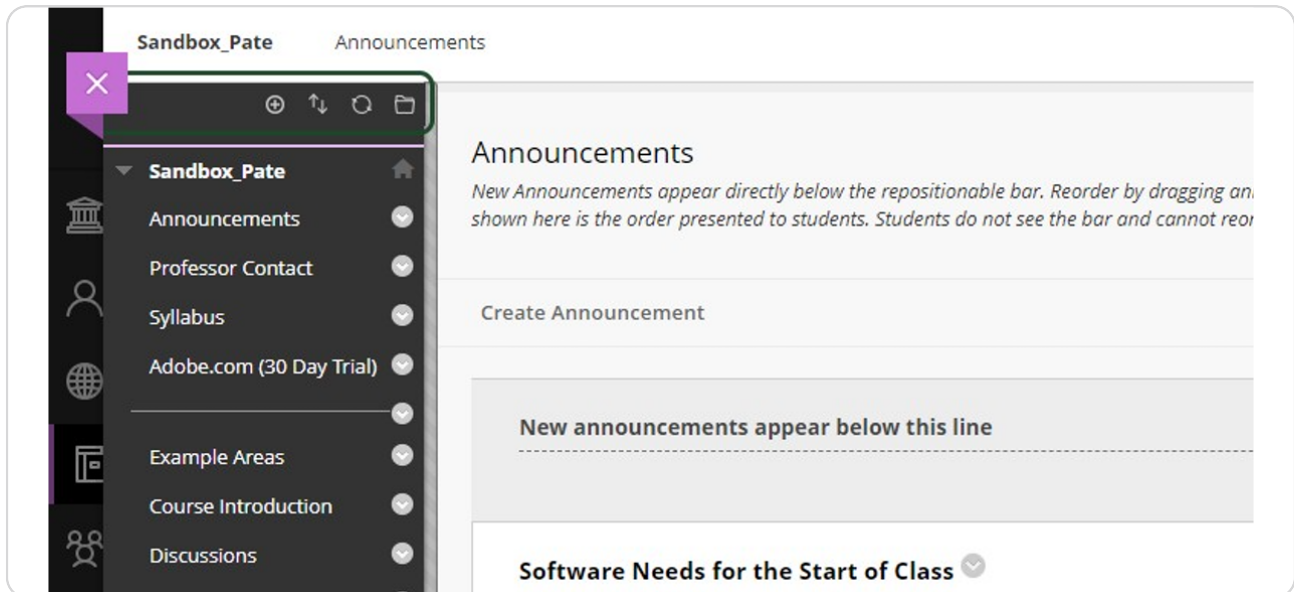
1. Enter the original or "source" course.
2. Under Control Panel, use the pulldown next to "Packages and Utilities" to choose Course Copy.
3. On the next screen, select "Copy Course Materials into an Existing Course." (Instructors do not have system permissions to create new courses.)
- 4a. To select the "destination" course, click the "Browse" button. It will list all courses in which you are the instructor.
- 4b. From the list, choose any elements that you want to copy into the destination course.
- 4c. If you are copying assignments or tests, be sure to also check "Grade Center Columns and Settings.." **Otherwise, assignments and tests will not copy over.**
- 4d. Note that if you copy Settings, and the source course is Available, the new course will be set to Available. If you choose Settings and you want the new course to remain unavailable, be sure to switch it back off after the copy is complete.
5. Be sure "Copy links and copies of Content" is selected. This step is vital in order to have a true working copy and less likely to have broken links.
6. Do not include enrollments.
7. **Submit**

The visual steps are found below.



STEP 3

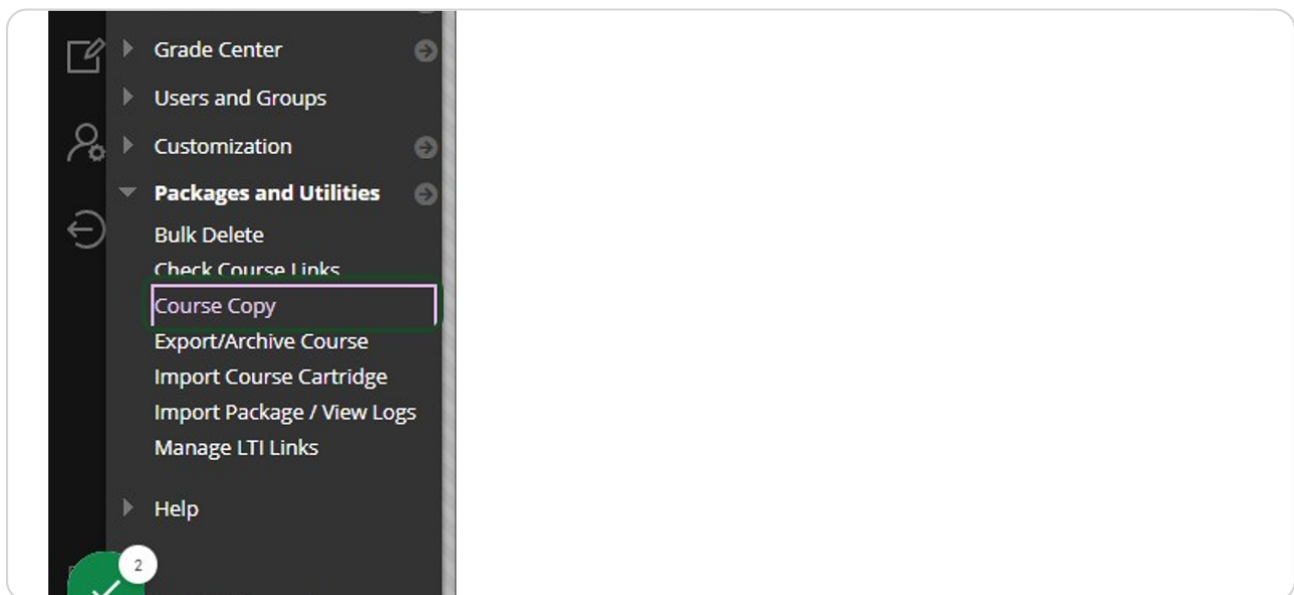
Enter Your Source Course



STEP 4

Click on Course Copy

Under Control Panel, use the pulldown next to "Packages and Utilities" to choose Course Copy



STEP 5

Copy Course Materials into an Existing Course

The copy course materials for an existing course type allow you to select what aspects of the course get copied.

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course.

SELECT COPY TYPE

Select Copy Type: Copy Course Materials into an Existing Course

SELECT COPY OPTIONS

* Destination Course ID:

Select Course Materials

☐ Content Areas

☐ Syllabus

☐ Example Areas

☐ Course Introduction

☐ Full

STEP 6

Choosing a Course to Receive the Copied Content

Make sure that you click the Destination Course ID, Browse, and choose the appropriate course to add the content within by checking the course and clicking **Submit**.

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)

SELECT COPY TYPE

Select Copy Type: Copy Course Materials into an Existing Course

SELECT COPY OPTIONS

* Destination Course ID:

Select Course Materials

☐ Content Areas

☐ Syllabus

☐ Example Areas

☐ Course Introduction

☐ Full

Courses

Search by: ☐ Course ID ☐ Instructor ☐ Name/Description

Created in Last: ☐ All Courses ☐ Month ☐ Day

COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
<input type="radio"/> HelpDeskAT	Help Desk AT	Jul 1, 2021	paulsjohn pate	Pauls, John Pate, Matthew
<input type="radio"/> JPAULSUTRA	JPAULSUTRA	Nov 29, 2021	jpauls pate	Pauls, John Pate, Matthew



STEP 7

Make the Appropriate Selection Copy Options

From the list, choose any elements that you want to copy into the destination course.

Announcements are not commonly copied along with **Discussion Boards** unless they have no starter posts. This is fully at the discretion of the instructor.

The screenshot shows the 'Copy Course' interface. At the top, there are tabs for 'Utilities', 'Course Copy', and 'Copy Course'. The 'Copy Course' tab is active. Below the tabs, there is a header 'Copy Course' and a sub-header 'Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)'. The main content area is divided into two sections: 'SELECT COPY TYPE' and 'SELECT COPY OPTIONS'. In the 'SELECT COPY TYPE' section, there is a dropdown menu labeled 'Select Copy Type' with the option 'Copy Course Materials into an Existing Course' selected. In the 'SELECT COPY OPTIONS' section, there is a field for 'Destination Course ID' with a 'Browse...' button next to it. Below this, there is a section for 'Select Course Materials' with two buttons: 'Select All' and 'Unselect All'. A list of course materials is shown with checkboxes next to each item: 'Content Areas', 'Syllabus', 'Example Areas', 'Course Introduction', 'TII', 'Week 1 - History of Digital Media / Applications', 'Hypothesis', and 'Week 2 - File Types / Learning the Basics'.

STEP 8

Click Submit to Start the Copying Process

Once you have selected the components needed in the new course, you are ready to complete the copy.

This screenshot shows the same 'Copy Course' interface as the previous one, but with the 'Destination Course ID' field now containing a value. The 'SELECT COPY TYPE' section still shows 'Copy Course Materials into an Existing Course' selected. The 'SELECT COPY OPTIONS' section shows the 'Destination Course ID' field with a value, and the 'Select Course Materials' section with the 'Select All' button highlighted. The list of course materials is the same as in the previous screenshot. At the bottom of the form, there is a 'Click Submit to proceed.' message and two buttons: 'Cancel' and 'Submit'.



