



Blackboard Basics—Course to Course Copy

Copy Blackboard Course Content

Faculty have the option of copying course materials from one Blackboard course into another Blackboard course both of which the faculty member must listed as an instructor. This process will add selected content from one Bb course into another Bb course already on the system. This is a convenient way of handling multiple sections of the same course.

Step 1: Locate the Blackboard Course ID of the Destination course. This will be located on the opening page listing **My Courses**.

(LMU-2008FA-ECON-470-00)

You must either copy the course number by hand to manually keyed or copy/paste option with the right-click of the mouse. This Course ID must be *exact* in order for the copy to properly function.

Step 2: Open the course you would like to copy.

Step 3: Click **Control Panel**.

Step 4: Click **Course Copy** from the Course Options area.

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

Step 5: Click Copy Course Materials into an Existing Course from the Copy Course Page.



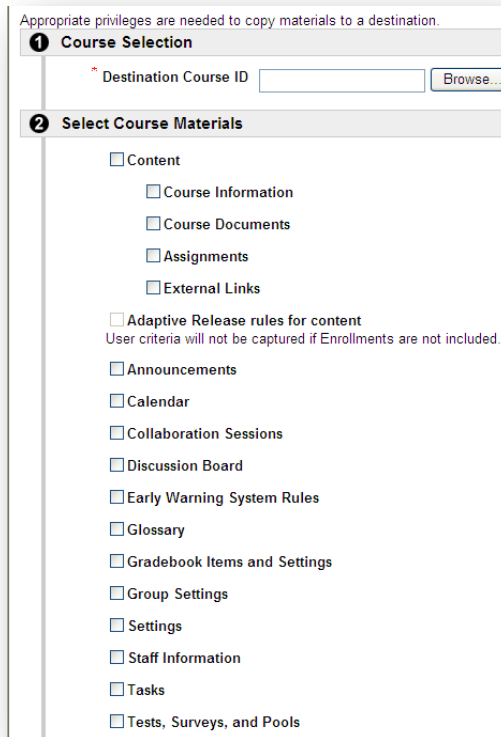


 **Copy Course**

- ▶ [Copy Course Materials into a New Course](#)
- ▶ [Copy Course Materials into an Existing Course](#)
- ▶ [Copy Course with Users \(Exact Copy\)](#)

Step 7: Enter the copied Course ID (i.e. LMU-2008FA-ECON-470-00)

Step 8: Check the Course Materials that you wish to include in the copy.



Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

Destination Course ID

2 Select Course Materials

- Content
 - Course Information
 - Course Documents
 - Assignments
 - External Links
- Adaptive Release rules for content
User criteria will not be captured if Enrollments are not included.
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

Step 9: Click the **Submit** button

Step 10: Click **OK** button.

Important: Check the destination course to verify that the materials were copied. It may take a few minutes for the content to appear in the new course. You will also receive an email when the process is complete.

