Course Copy

Instructors can copy and transfer the content of one course into another by making a copy of the course through Blackboard’s Packages and Utilities section. This can be done when the content of one course can be used in another course. For example, in the case of the same course being held in both spring and fall semesters, instead of making a completely new Blackboard course with new content from scratch, the instructor can copy the contents of FA2012 ENG-201-001 and transfer them into SP2012-ENG-201-002. All that would differ is the course ID.

However, we recommended that instructors choose to archive their courses instead because it is a much more flexible, secure option. Through archiving, a copy of the course’s files is saved to the instructor’s computer. The files can be uploaded to the instructor’s course when desired.

1. **NAVIGATE TO THE COURSE YOU WANT TO COPY.** Double-check to be sure this is the course.

2. Scroll down to the CONTROL PANEL and click on the PACKAGES AND UTILITIES menu. From the expanded menu, select COURSE COPY. The COURSE COPY page will appear. Complete the following parts of the form:

   **Select Copy Type**: Be sure its set to “Copy Course Materials into an Existing Course”.

   **Select Copy Options**: Click BROWSE. A page with your courses listed will appear. Select the course you want to copy the current course’s content into. Please check to verify you have selected the correct course.
When done, click **SUBMIT**. The course you selected will populate the Destination Course ID text field.

Next, go to the **SELECT COURSE MATERIALS** heading. Click the **SELECT ALL** box to select all of the course’s content areas, tools, and content.

**File Attachments:** Keep the default settings selected, **COPY LINKS AND INCLUDE COPIES OF FILES**.

**Enrollments:** **SKIP THIS SECTION!** DO NOT INCLUDE ENROLLMENTS.

Click **SUBMIT** when done.

3. **A confirmation message will appear on screen and be sent to your MATC e-mail account.**

Success: Course copy action queued. An email will be sent when the process is complete.