

Before each new block of courses begins, instructors are expected to copy their course information from an existing course into a new course. There are several ways to copy course materials that are detailed in this tutorial. You must be an instructor in both the source and destination courses in order to copy any materials.

## Course Copy Process

Blackboard multiple ways to copy materials from course to course, most being accessible from the Control Panel. In order to copy materials between courses, the faculty member must be listed as an instructor in both courses - the source course (where the original materials reside) and the destination course (into which the materials will be copied). Entire sections of a course can be copied using the Course Copy feature, while individual documents or folders can be copied from the Copy button in the Course Content area. Also, an export feature in the Test Manager can be used to copy tests from one course to another.

## Copying an Entire Course

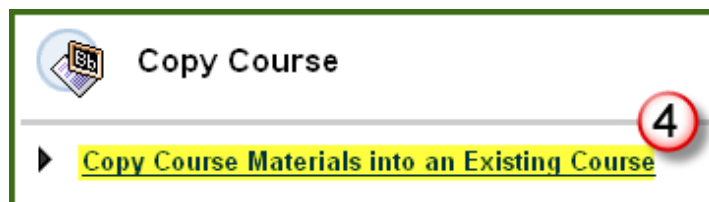
When copying a course into a new blank course, it is HIGHLY RECOMMENDED that you first log in to your blank course and delete ALL pre-existing content from that blank course. To remove all content **FROM YOUR BLANK COURSE**, follow the directions found on page 4 of the following tutorial [http://www.wilmu.edu/instructionaltech/PDF/Modifying\\_Course\\_Menu.pdf](http://www.wilmu.edu/instructionaltech/PDF/Modifying_Course_Menu.pdf) and click "Remove" for all items **IN YOUR BLANK COURSE**.

**IMPORTANT NOTE: DO NOT REMOVE ANY CONTENT FROM THE COURSE THAT CONTAINS THE CONTENT YOU WISH TO COPY!!!!**

1. Log into the course that contains content you wish to copy from using your instructor username and password (Note: you must be an instructor in the course you wish to copy).
2. Click on **Control Panel**.
3. In the **Course Options** section, click the **Course Copy** button.



4. From the **Copy Course** page, click the **Copy Course Materials into an Existing Course** link.



5. From the **Copy Course Materials** page:
  - a. Enter the full **Destination Course ID** in the **Course Selection** box or click the browse button to select from your list (Option 1). This should be a BLANK course – otherwise some materials may be duplicated.
  - b. **Select Course Materials** (Option 2) that need to be copied by placing a check in the checkboxes provided. You can select all boxes – even if some items are not used in your class – if you want to insure a complete copy.
  - c. **DO NOT select Enrollments** – under no circumstances should you copy your enrollments into the new course.
  - d. Click the **Submit** button.

**Copy Course Materials into an Existing Course** 5

Appropriate privileges are needed to copy materials to a destination.

**1 Course Selection**

\* Destination Course ID   A

**2 Select Course Materials**

Content **B** Note: Example Course Materials Selected. . . More or Fewer Areas May Be Selected as Appropriate.

Syllabus

Assignments

Course Materials

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

Grade Center Columns and Settings

Group Settings

Settings

Staff Information

Tasks

Tests, Surveys, and Pools

**3 Enrollments**

Enrollments **DO NOT SELECT ENROLLMENTS**  
Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

6. You will receive a message saying your course copy request is in queue. *It may take several minutes for the course copy process to complete.* Once completed, you will receive a

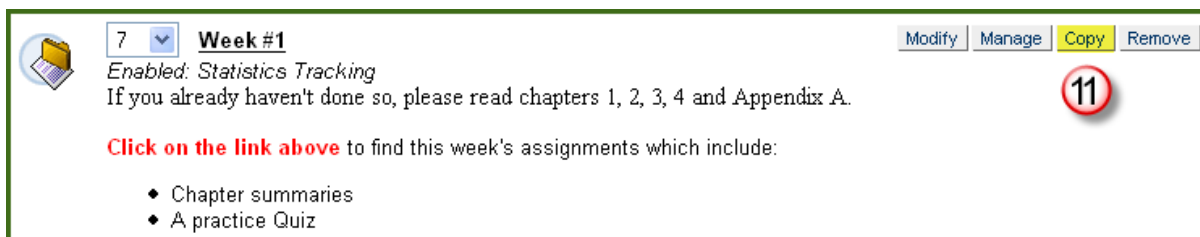
confirmation message sent to your Wilmington University email indicating that the task was successful.

- You may now check the destination course to verify the materials have been copied. You may need to modify some Course Menu items according to the directions found here (such as making certain items available, etc.):

[http://www.wilmu.edu/instructionaltech/PDF/Modifying\\_Course\\_Menu.pdf](http://www.wilmu.edu/instructionaltech/PDF/Modifying_Course_Menu.pdf)

### Copying Individual Course Materials (Do Not Use for Tests, Quizzes or Assignment Manager Items)

- Log into the course you wish to copy materials from using your instructor username and password (Note: you must be an instructor in the course you wish to copy materials from).
- Click on **Control Panel**.
- Click on the **Content Area** you wish to copy materials from.
- For any individual folder or item, click the **Copy** button to copy that folder or item.



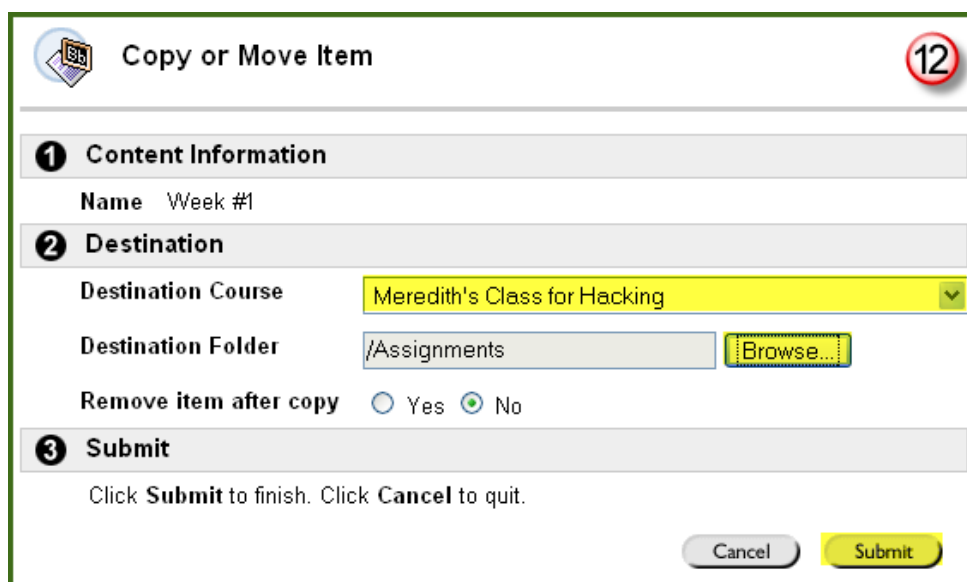
7 Week #1 Modify Manage Copy Remove

Enabled: Statistics Tracking  
If you already haven't done so, please read chapters 1, 2, 3, 4 and Appendix A.

Click on the link above to find this week's assignments which include:

- Chapter summaries
- A practice Quiz

- In the Copy or Move Item page, choose the **Destination Course** from the drop-down menu (Note: you must be an instructor in the Destination Course to copy materials into it). Also, choose a **Destination Folder** (where you want the material to appear in your course) by clicking **Browse**. Choose to NOT remove the item after copy (keep **No** selected). And finally click **Submit**.



Copy or Move Item

**1 Content Information**

Name Week #1

**2 Destination**

Destination Course Meredith's Class for Hacking

Destination Folder /Assignments Browse...

Remove item after copy  Yes  No

**3 Submit**

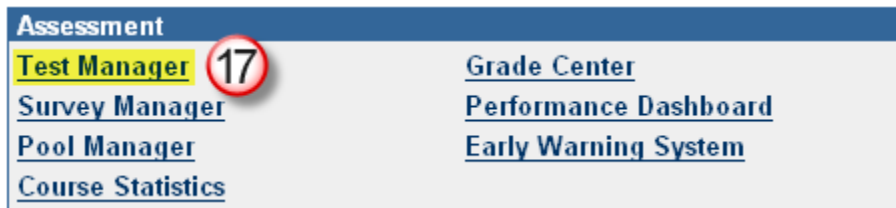
Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

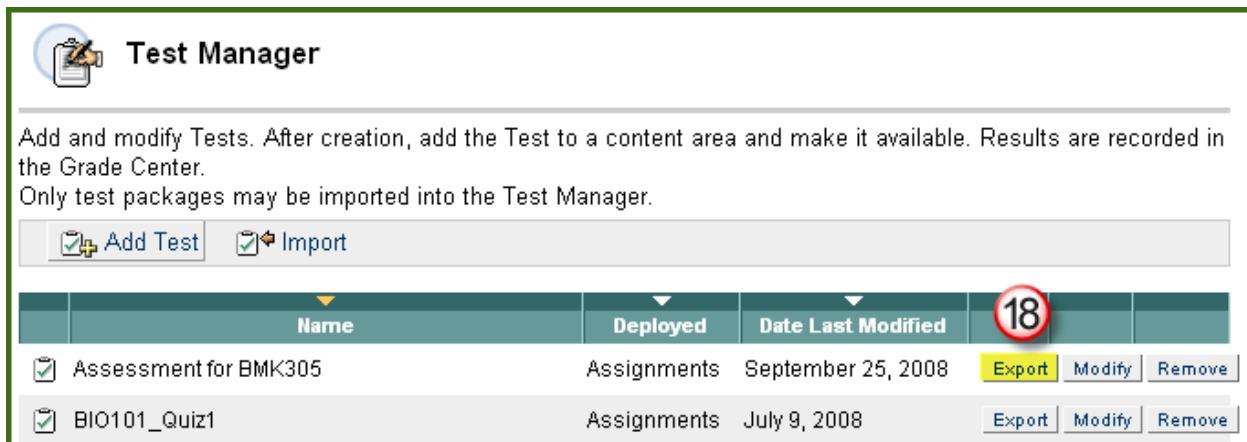
13. You will receive a message saying your course material copy was successful.
14. You may now check the destination course and folder to verify the materials have been copied.

**Copying Individual Tests or Quizzes**

15. Log into the course you wish to copy a single test or quiz from using your instructor username and password (Note: you must be an instructor in the course you wish to copy the assessment from).
16. Click on **Control Panel**.
17. Click on the **Test Manager**. Likewise, use Survey Manager if you wish to copy a survey. All other steps will be similar for copying surveys.



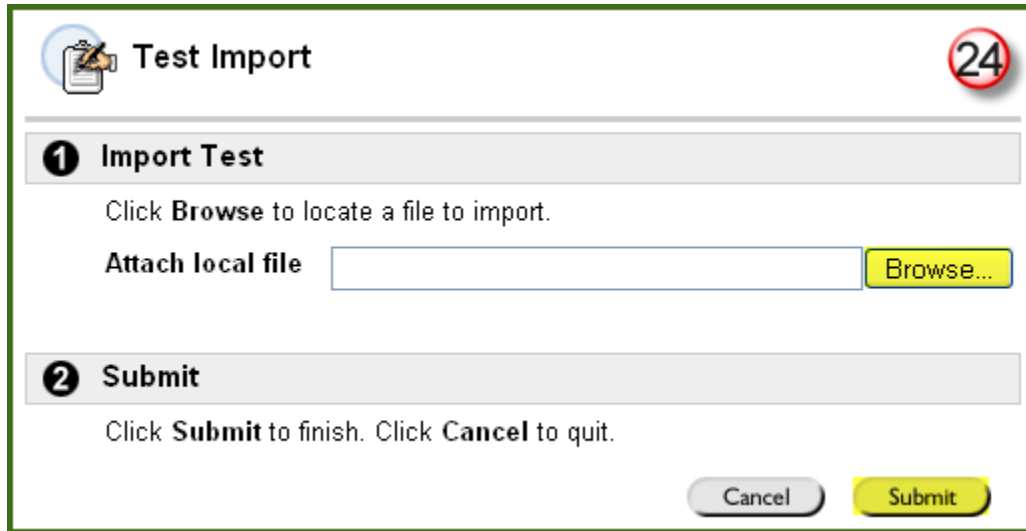
18. Click Export for the individual test.



19. Depending on your browser, you will be asked if you want to save or open the test file (in .zip format). Choose to save the file to a place on your computer where you can find it. *Note: Doing a search (Windows Start → Search) for “.zip” may help you retrieve the file if you do not know where it saved to.*
20. Log into the course where you’d like to copy the test in to.
21. Click on **Control Panel**.
22. Click on **Test Manager**.
23. Click the **Import** button.



24. Browse to find the file on your computer and click **Submit** when done.



- 25. You will next see a message saying the import is complete. Click **OK**.
- 26. The test will now appear in your list of Test Manager tests.
- 27. To add the test to a Content Area for students to access, navigate to the **Content Area** where the test should appear and click on the **Add Test** button.

### Copying Assignment Manager Items

As of the writing of this help guide, there is no method for copying individual Assignment Manager items from one course to another other than as part of a full course copy as described in steps 1-7. If an individual Assignment Manager item needs to be copied, it is recommended you create a new Assignment Manager item and then copy and paste any text or files from an existing Assignment Manager item into a new one.

### *For more information . . .*

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, by clicking on the Help! button in Blackboard, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from the *Control Panel* in Blackboard.