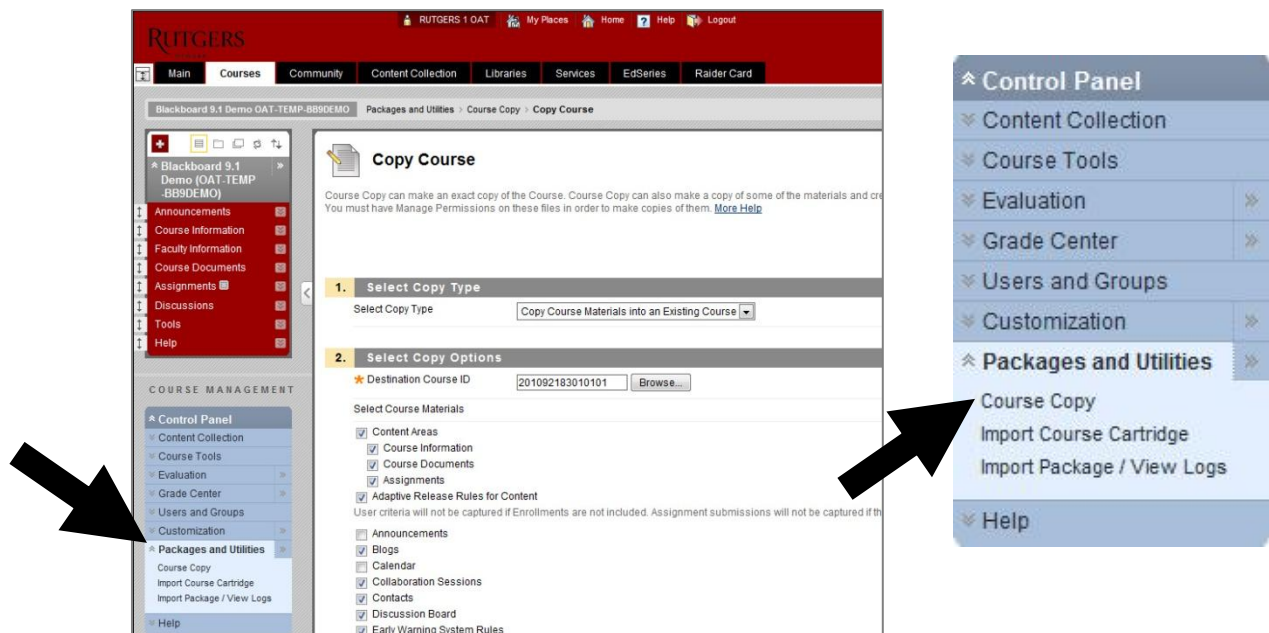


Copying Course Material from a Previous Semester

Blackboard provides a tool that allows you to copy an entire course from a previous semester to the new semester. This method allows you to select which areas of your old course (e.g. all of Course Information, all of Course Documents, etc.) will be copied into the new course. If you wish to only copy a single piece of material (e.g. a content item, a folder and its contents), locate the material in the appropriate content area and use the Copy option from the contextual menu for the item.

- Go into the course that you want to copy material **from** (the old course.)
- From the **Control Panel** module below the red course menu, click on **Packages and Utilities** then **Course Copy**.



- Enter a **Destination Course ID** for the course you want to copy material **into** (new course.) If you know your full course number (e.g. 201212112010101), simply enter the text being sure to include any supplemental codes such as RK or NB. If you do not know your full course number, click the **Browse** button to locate the course that you want to copy the material to. A list of the courses you have access to will be displayed. Select the radio button for the appropriate course and click **Submit**. The search displays 25 courses at a time so you may need to check additional pages. There is also a search feature that works best if you enter the Subject and Course code without spaces such as 120101.
- Use your mouse to select **Course Materials** with check marks. Typically, all of the options would be selected with the possible exceptions of Announcements and Calendar.

Note: Staff/Faculty Information is now referred to as Contacts.

Note: If you are copying any items associated with grading (e.g. exams, surveys, assignments, SafeAssignments, graded Discussion Boards, etc.) you must select Grade Center Columns and Settings.

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 Permissions on these files in order to make copies of them. [More Help](#)

Cancel **Submit**

1. Select Copy Type

Select Copy Type

2. Select Copy Options

★ Destination Course ID

Select Course Materials

- Content Areas
- Course Information
- Course Documents
- Assignments
- Adaptive Release Rules for Content

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

- Leave the Course Files option set to **Copy Links and Copies of the Content (Include all Course Files)**.
- Click **Submit** at the top right or bottom right.

WARNING – If you copy Discussion Board forums, the postings copy into the new course but the author’s names are changed to “Anonymous” for privacy. Typically, you will want to delete these extraneous postings.