

Copying an Existing Course

You can copy a course Bb site used in a prior term to a new course site by using the **Course Copy** feature. Course Copy enables you to copy all or part of the content from one course into another course you are teaching. While this process allows you to add content to a course, it will **not** remove or replace existing content. You must be enrolled as an instructor in both courses in order to copy content.

NOTE: *Before* you can begin this process, you **must** place a request for your new course site. Once the new site has been created, you may proceed as indicated below.

Follow these steps to copy materials over to another course:

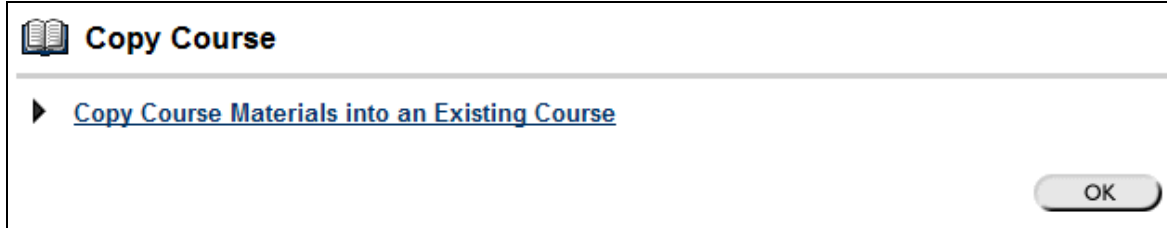
Step 1: Go to the **Control Panel** in the *originating* course (that is, the course you wish to copy).

Step 2: Click **Course Copy** in the *Course Options* area.



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

Step 3: Click on **Copy Course Materials into an Existing Course**.

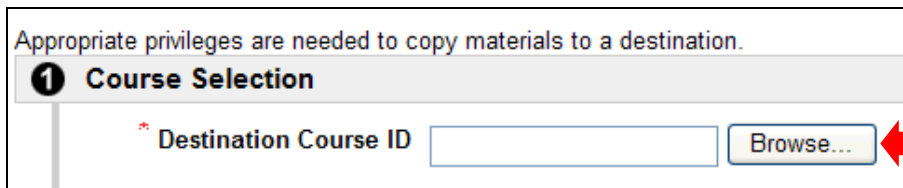


Copy Course

▶ [Copy Course Materials into an Existing Course](#)

OK

Step 4: Click on the **Browse** button to access a list of potential destination courses.

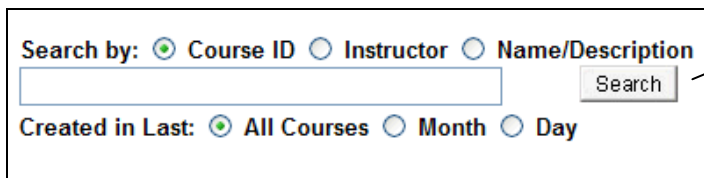


Appropriate privileges are needed to copy materials to a destination.

Course Selection

* Destination Course ID

Step 5: Type in the CRN for the course you want to copy materials into (the *destination* course) and then click on **Search**.



Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

Note: Clicking on the search button without indicating any course information will produce a list of all the courses in which you are an instructor



Copying an Existing Course

Blackboard

Search by: Course ID Instructor Name/Description

2370

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name	
2370-Fall2008	MM 540: Fundamentals of Project Management (Fall 2008)	Aug 20, 2008	wilsonh	Wilson, Hart	<input type="button" value="Select"/>

Step 6: Click the **Select** button beside the desired course.

2 Select Course Materials

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

Step 7: Check the areas you want to copy (Note: all of the content areas in your original course site will appear in the list). **Remember:** This action **will not overwrite** the content in the destination course; it will only add to the existing content.

(Ignore the Adaptive Release box.)

Note: Be sure to remove the student postings that will be copied over if you choose to copy the Discussion Board.

Note: Select **Settings** in order to have your course banner and design copied from the prior course into the new course site.



3 Enrollments

- 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.

Step 8: Do **not** check **Enrollments**. Course enrollment is generated through Banner.

Step 9: Click on **Submit**. Confirmation by email will arrive in a few minutes when the process is complete.

4 Submit

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