

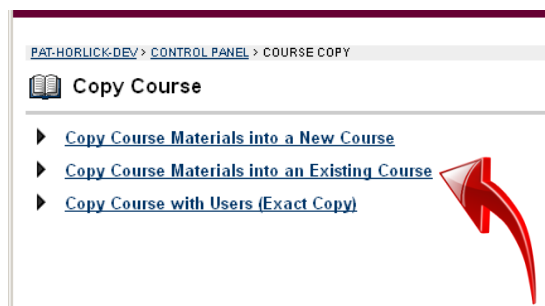
Copying Courses or Course Components

You can copy all or some course content from one course to another. Here are three important cautions before you start:

- **CAUTION: BE CAREFUL WHEN COPYING INTO A COURSE THAT ALREADY CONTAINS CONTENT!!** If you copy content into a course that already contains content, the original content will remain in the course in **addition** to the new content. New content does NOT overwrite old content. Even if the new content is the same, this will be duplicated (including in your gradebook). Similarly if you copy course content twice into the same course you will get duplicates.
- **CAUTION: NEVER CHECK THE ENROLLMENTS BOX WHEN COPYING A COURSE!!** Never copy student enrollments from one course to another. This would copy actual students between course sections and create significant problems that cannot be resolved quickly.
- **CAUTION: NEVER CHOOSE Copy Course with Users (Exact Copy) WHEN COPYING A COURSE!!**

Copying an Entire Course

The simplest approach is to copy an entire course. To avoid possibility of duplication, this works best if the course you are copying **TO** is an empty shell with no existing content.



1. Go to the course you want to copy **FROM** and choose **Course Copy** from the **Control Panel**.
2. You will see **three** copy options. **ALWAYS** choose **Copy Course Materials into an Existing Course**. **NEVER** choose **Copy Course Materials into a New Course** or **Copy Course with Users (Exact Copy)**.
3. Select the course you want to copy **TO** (you can browse to select this course — you can only copy to courses if you have appropriate rights in that course).
4. To copy **ALL** course content (simplest) check all boxes EXCEPT THE **ENROLLMENTS** BOX. **(ALERT: NEVER CHECK THE ENROLLMENTS BOX)**.

The copy process takes five to ten minutes and you should receive an email notification when the copy is complete. Check your course carefully. You may need to modify some menu items and some ordering since Blackboard does not always do a very good job interpreting your requirements.

Copying Selected Course Components

You can also copy selected course components (such as **Assignments** or **Announcements** or **Gradebook Settings**). The steps are similar to copying an entire course, except in step 4, check only the items that you wish to copy.

- Note that copying gradebook settings does not copy the actual students. **NEVER** check the Enrollments box since this will copy the actual student enrollments from one course to another.
- Note that some course components are related, so give careful consideration to these relationships when selectively copying. For example, if you copy the gradebook settings you may also want to copy **Assignments** if these include tests and quizzes that are included in the gradebook.

Copying individual tests, assignments, or other items between courses

You can also just copy single items from one course to another, for example a specific **Assignment** or **Discussion**.

To do this, in **Control Panel**, go to the item you want to copy. If it is possible to copy it you will see a **Copy** button to the right of the item. Click this button and you can select the **Destination Course** and **Destination Folder** for the item. You can also specify whether or not you want to retain the item in the current course. Be sure to choose the right course and folder!