Copy Previously Developed Content into a New Course

Each semester, instructors are supplied with blank course shells for each of their courses. Already developed courses may be copied into a blank course shell and modified to fit the new semester.

For this documentation, the following two sample courses are used:

Find Your Course IDs and Course Names

Two different attributes of a course are the Course ID and Course Name. In the Course List area, the information listed before the colon is the course ID, and the information listed after the colon is the course name.

Copy Previous Course Content into a Blank Shell

**Note:** Copying course content is initiated in the course that has the content – not the empty course. It is important to know this distinction, to avoid copying a blank course into the course that has your content.

1. First, open the course that has the content you wish to copy over (in this example, MIG_20121010984_MATH_2405__).
2. Next, find the Control Panel at bottom left, and click **Packages and Utilities**.
3. The Packages and Utilities options will expand. Select **Course Copy**.

4. You will be taken to a Copy Course page. In the first step, select **Copy Course Materials into an Existing Course** (this may be the only option available to you).
5. In the next step, click the **Browse** button to select the Destination Course ID.

6. Blackboard will list all of the courses in which you are the instructor. You can use the Search by: feature to find a specific course. Select the course that you want to copy content into and click Submit (in this example, is manny_sbx).

7. Next, place checkmarks beside the content that you wish to copy into the blank course.
   - If you select the **Content Areas** checkbox, all content folders will be automatically included.
   - You can also copy tests, journals, blogs and any other tools you utilized in the previous course.
   - Tools like Announcements and Calendar may not need to be copied if the information there only pertains to a previous semester.
   - If the Discussion Board tool is brought over, all posts/replies by all users (including students) copy over as well and will need to be deleted.

Shown below is an example of recommended settings when copying courses. These settings may vary depending upon your course copy needs.
8. Scroll down to the next step: **File Attachments**. This area helps you determine whether the files in the course are copied over, or just the links. **Note:** Recommended settings
are shown below.

3. **File Attachments**

   Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click More Help for additional information.

   - Course Files
   - package size

4. **Submit**

   Click Submit to proceed. Click Cancel to quit.

Blackboard Learn will send an email to your UHD address when the process is finished. It should not take longer than approximately 15 minutes for all materials to be copied to the other course.

Once the copy is finished, you may see menu items in the new course that were not present in the original course. During the copy procedure, Blackboard Learn does not overwrite the existing content; rather the new content is added to the previously existing content. Menu items that were included in the blank shell will remain. Any empty unneeded menu items can be safely deleted.

For additional support, visit [http://uhd.edu/bbhelpform](http://uhd.edu/bbhelpform)