

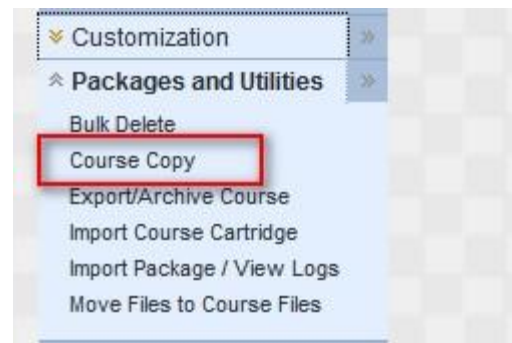


## Course Copy

Many instructors like to copy course content from one semester to another. Disclaimer: If you have done multiple course copies and have duplicate or triplicate content, multiples of the same quizzes and pools, it is a good idea to start from scratch and have a clean course from which to copy once you have rebuilt the course.

**Step 1:** Login to your “source” or “past” course.

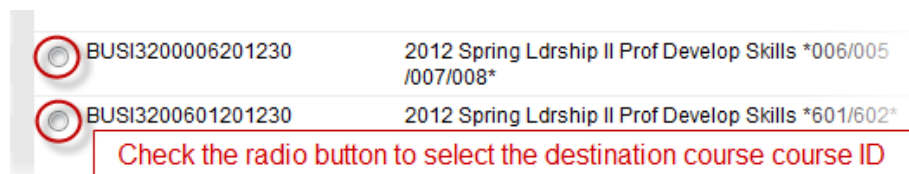
**Step 2:** In the Control Panel of your course, click the COURSE COPY option located in the bottom left corner under PACKAGES and UTILITIES area.



**Step 3:** Click the “Copy Course Materials into an Existing Course” link.

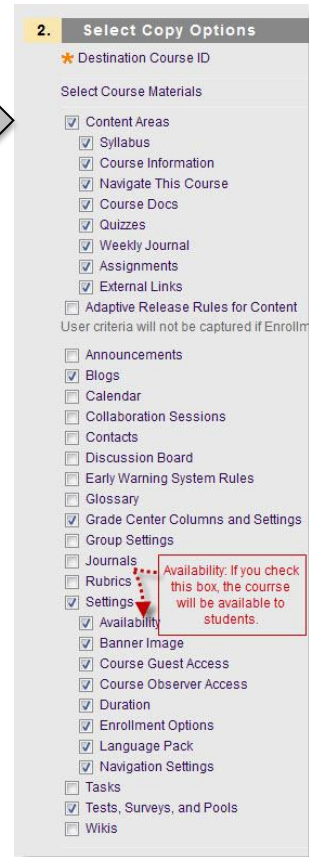


**Step 4:** Click the BROWSE button. This will bring up a list of all of your current and past courses. (Screenshot of example below shows spring semester of 2012.) The course where you want content copied TO is the “destination” course. Click the SELECT button. The COURSE ID will show in the “Destination Course ID” area.



**Step 5:** Finally, select the content you want to copy. The image to the right is an example of a standard course copy.

*Example Only*

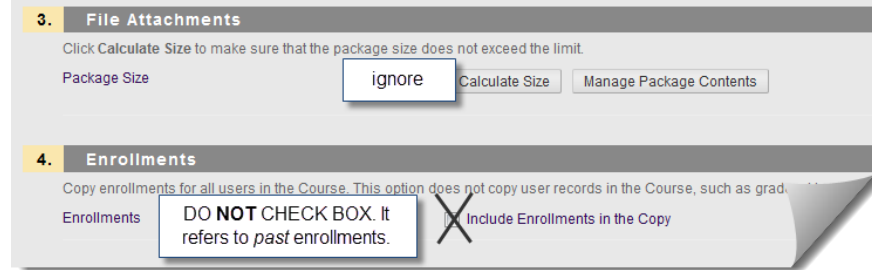


**Notes:**

If you want assignments and/or any assessments to show in the gradebook, you **MUST** choose Grade Center Columns & Settings in the copy options, as well as the content areas that contained those assessments.

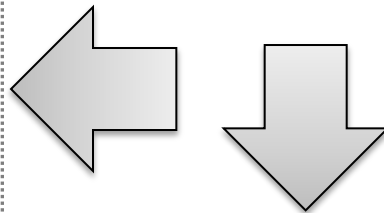
**If you have tests, surveys, and/or pools you want copied into your new course, don't forget to check the box.**

If you choose Discussion Board because you want forums copied, please be aware that all users' responses from the past semester will be copied. They will show up as Anonymous, but you will have to delete each one before your course goes live. *You do have the option to only choose forum titles. "Include only the forums, with no starter posts."*



Click **SUBMIT** at the bottom. That's it! **How will you know when the copy is complete? You will get an email telling you the process is complete. Be patient and do not do a second copy only after a few minutes; give Blackboard time to complete the copy action, depending on the size of the course. Again, you will get an email that says "Course Copy process complete."**

**REMINDERS > TESTS & QUIZZES, DISCUSSIONS:**  
Any tests and quizzes you have copied will be located under *Tests, Surveys, Pools* in the Control Panel - they will need to be deployed/added to a content area! *And, if you copy your discussion forums, all posts from your past semester's students will be included; however, they will show as anonymous. You will need to delete all past posts if you choose to copy your discussion forums!*



**IMPORTANT:** *If you forget to include any items Tests & Quizzes (for example), you can redo the process, only choose Tests, Surveys, and Pools > Submit. Do you want to totally start over with a clean shell because you changed your mind about some/all of the content? Easy! Control Panel > Properties & Utilities > Bulk Delete.*