# Copying an Existing Blackboard Course to Another Blackboard Course

Often it is necessary to copy the contents from one Blackboard course into another Blackboard course. For example, an instructor may want to copy a prior semester's course into an upcoming semester's course shell. Use the following steps to copy content from one Blackboard course to another.

1. From within your **source** Blackboard Learn 9.1 course shell, under the Control Panel, click Packages and Utilities. Then click Course Copy.
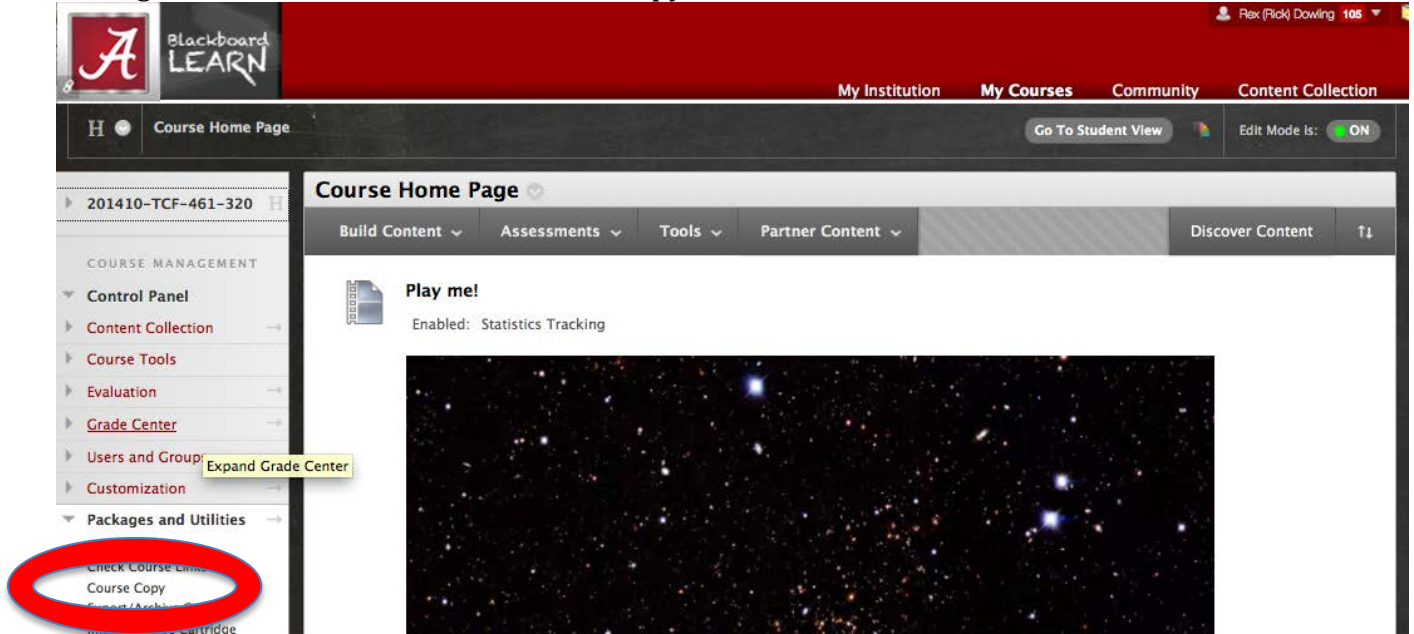
2. In the Select Copy Type section, the dropdown menu should be set to *Copy Course Material into an Existing Course.*
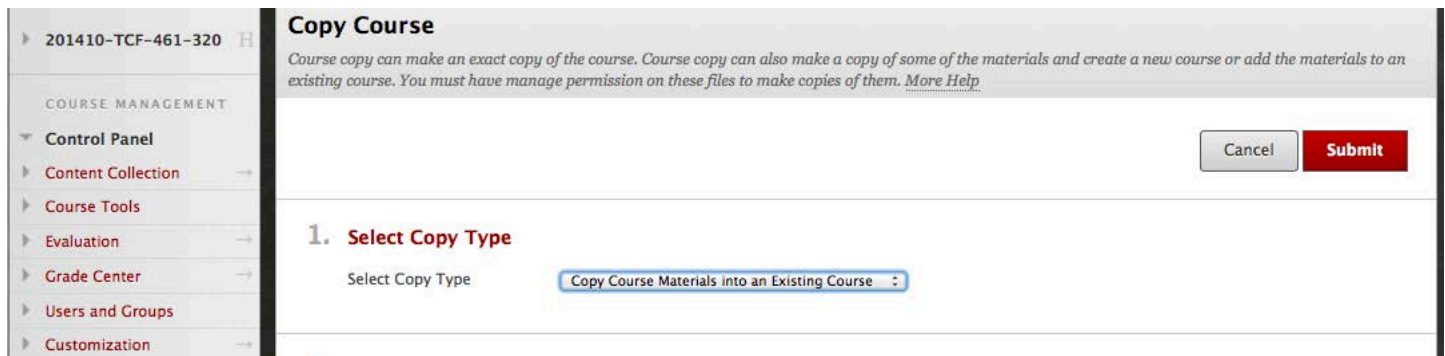
3. In the Select Copy Options section, click the Browse button.

2. Select Copy Options

﹡ Destination Course ID   [   ] [Browse...]

Select Course Materials

4. Select the destination course shell from the Courses popup screen. Click the Submit button at the bottom when done.

Courses

Search by: ○ Course ID ○ Instructor ○ Name/Description

[   ] [Search]

Created in Last: ○ All Courses ○ Month ○ Day

	Course ID	Course Name	Created	Instructor Username	Instructor Name
○	14386.201410	201410-TCF-461-320	Sep 27, 2013	rdowling	Dowling, Rex (Rick)
○	14661.201310	201310-TCF-461-320	Nov 7, 2012	rdowling	Dowling, Rex (Rick)
○	201430-SS-CSM-572-901-CSM-572-990	201430-SS-CSM-572-901-CSM-572-990	May 14, 2014	rdowling mstaffo	Dowling, Rex (Rick) Staffo, Marilyn (Marilyn)
⊙	43896.201440	201440-TCF-461-320	Jan 14, 2014	rdowling	Dowling, Rex (Rick)
○	44245.201340	201340-TCF-461-320	May 9, 2013	rdowling	Dowling, Rex (Rick)
○	44521.201240	201240-TCF-461-320	Aug 9, 2012	rdowling	Dowling, Rex (Rick)

Displaying 1 to 25 of 61 items   [Show All] [Edit Paging...]

[Cancel] [**Submit**]

5. Click Select All to copy all existing Content Areas to the destination course, or check each content area, depending on what you want to copy. This list will contain all "Content Areas" in the course. It also includes Settings, Grade Center Columns, and Early Warning System Rules, along with other content. **Note:** if you select to copy grade center columns and settings, you may get have multiple columns titled "Weighted Total" and "Total". Each of the multiples is unique so you will need to remove all but one column of each. Also, Select all content areas above that contains graded content, e.g., assignments, assessments, graded blog, etc., to maintain connection between those objects and the grade columns.

6. Check the option to Copy links and copies of the content (include entire course home folder). This will copy all of the contents of your course.

Click Calculate Size to show the size of the course.

3. File Attachments

Select an option for copying your file attachments. If content will be reused in a different co
option. Click **More Help** for additional information.

Course Files
- ○ Copy links to Course Files
- ○ Copy links and copies of the content
- ● Copy links and copies of the content (include entire

Package Size
Allowed package size: 1 GB

| 423.8 MB | Manage Package Contents |

Clicking Manage Package Contents will allow you to select which items will be copied. Select the items you DO NOT want to copy.

Manage Package ☑ Group Settings

View List   View Thumbnails

⬆ Location: 14386.201410 ⊙   Current size of Course Package: **423.6 MB** (Maximum size allowed: 1 GB)

Available Quota: **Unlimited**

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☐	Type	Name △	Versions	Last Modified	Size
☑	PDF	10 Ways to Annoy a Hiring Manager_usnews.pdf	Off	Jan 2, 2014 1:39:26 PM	143.7 KB
☐	PDF	10_mistakes_of_first_time_job_hunters.pdf	Off	Jan 2, 2014 1:39:26 PM	277.8 KB
☐	PDF	1_aug_26_2013.pdf	Off	Jan 2, 2014 1:39:26 PM	80.4 KB
☐	PDF	2_sep_9_2013.pdf	Off	Jan 2, 2014 1:39:26 PM	73.8 KB
☐	PDF	3_sep_16.pdf	Off	Jan 2, 2014 1:39:26 PM	76.1 KB
☐	PDF	4_sep_23.pdf	Off	Jan 2, 2014 1:39:27 PM	234.4 KB
☐	PDF	5 Common Resume Misconceptions – US News and World Report.pdf	Off	Apr 14, 2014 1:02:21 PM	120.7 KB
☐	PDF	5_sep_30.pdf	Off	Jan 2, 2014 1:39:27 PM	226.8 KB

Removed Files: 1 ☐   Cancel   **Submit**

7. Under number 4 "Enrollments", Leave the box unchecked so that enrollments are not copied. If you are copying from a developmental or practice course and have teaching assistants or course designers who need continued access to your new course, check this box. You should NOT check this box when copying content from one "live" course to another "live" course, as "live" course enrollment will be controlled by the banner Student Information System.

4. 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.

Enrollments   ☐ Include Enrollments in the Copy

8. Click the Submit button to begin the copy process.

5. Submit

Click Submit to proceed. Click Cancel to go back.

[Cancel] [**Submit**]

If process has been submitted without errors, you should get a successful queuing message on the Packages and Utilities screen. The copy process can take up to an hour. You will be informed via e-mail once the actual copying is completed. **Do not attempt another copy before receive the e-mail confirmation or you may have duplicate content.** Upon receiving the e-mail notification, you should log into Blackboard Learn and verify that your content has copied correctly.

Success: Course copy action queued. An email will be sent when the process is complete.

Packages and Utilities

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at http://frc.ua.edu.

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