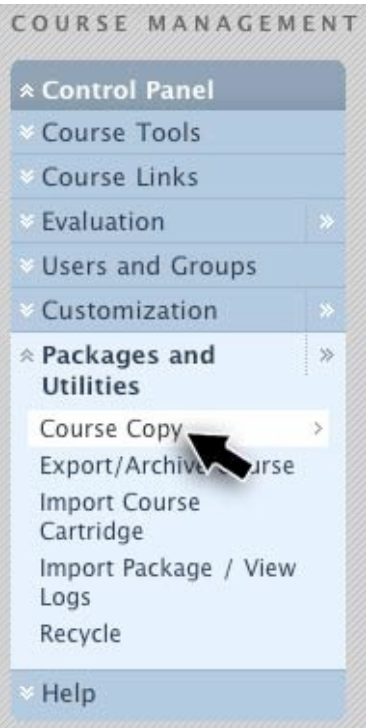
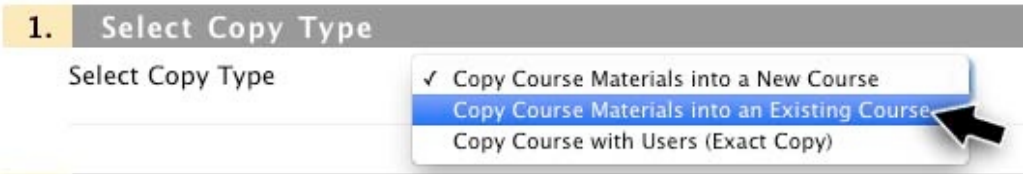


Blackboard 9 - Copy a Course

- 1. In Blackboard, navigate to the *original course* that needs to be copied.
- 2. In the Control Panel for that course, expand **Packages and Utilities**, and click **Course Copy**.




- 3. In *section 1* change the *Copy Type* to **Copy Course Materials into an Existing Course**.



- 4. In *section 2* click the **Browse** button.



- A list of all the courses you're instructing will appear. Locate the empty course shell to which you will be copying this course content and select it by clicking the button beside that particular Course ID.

 **Courses**

Search by: Course ID Instructor Name/Description

 Created in Last: All Courses Month Day

| <input type="radio"/> | <u>Course ID</u> | <u>Course Name</u> | <u>Created</u> | <u>Instructor Username</u> | <u>Instructor Name</u> |
|----------------------------------|------------------|--------------------------------------|----------------|----------------------------|------------------------------------|
| <input type="radio"/> | BA254_10291_U10 | BA 254: Business Law(10291-U10) | May 5, 2010 | dbriney adminjames | Briney, Douglas Long, James |
| <input checked="" type="radio"/> | BA312_93105_S10 | BA 312: Prin Of Marketing(93105-S10) | Feb 9, 2010 | tatkinso adminjames | Atkinson, Teddy Long, James |
| <input type="radio"/> | BA333_30152_F10 | BA 333: Ind Income Tax(30152-F10) | May 5, 2010 | ahildebr adminjames | Hildebrandt, Ava Long, James |
| <input type="radio"/> | BA333_30603_F10 | BA 333: Ind Income Tax(30603-F10) | May 5, 2010 | ahildebr adminjames | Hildebrandt, Ava Long, James |
| <input type="radio"/> | BA333_93114_S10 | BA 333: Ind Income Tax(93114-S10) | Feb 9, 2010 | ahildebr adminjames | Hildebrandt, Ava Long, James |

- Once you have selected the correct course, click the submit button on the lower right side of the *browse* window.
- Place a check-mark in all of the applicable boxes. If in doubt, check all of them.

Select Course Materials

- Content Areas
 - Assignments
 - Course Documents
- Alternative Release Rules for Content

User criteria will not be captured if Enrollments are not included.

- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Settings
- Contacts
- Tasks
- Tests, Surveys, and Pools

8. Leave *section 3* alone. *The enrollments box should remain **unchecked**.*
9. Click the **Submit** button on the lower right side of the page. This will queue the course to copy into the new shell. The process can take several minutes, but you will receive an automated email from Blackboard once it is done.

