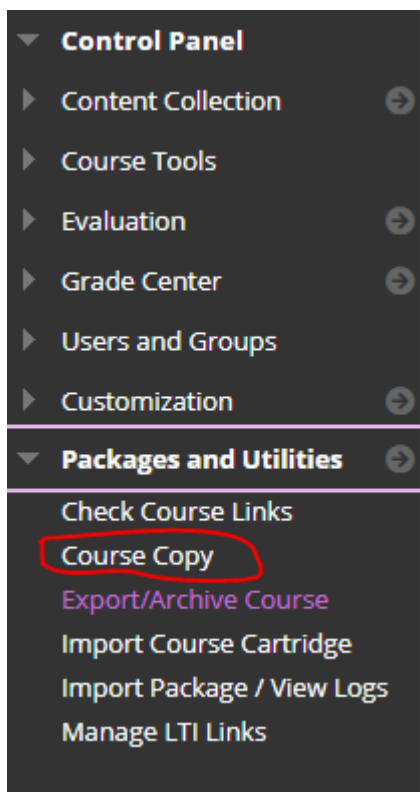


## Blackboard – How to Copy a Course

In Blackboard, you may copy a course to another course with all or selected content. To copy a course, you will first enter the original course, the course from which you would like to copy.

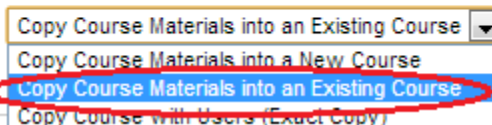
1. On **My Institution** page, click on the title of the original course such as a course you taught in a previous semester.
2. In “Control Panel”> “Packages and Utilities”, click on “Course Copy”.



3. Select “Copy Course Materials into an Existing Course”.

### 1. Select Copy Type

Select Copy Type



4. In “2. Select Copy Options”, next to Destination Course ID, click on “Browse”.

# MxCC Distance Learning Documentation

**2. Select Copy Options**

\* Destination Course ID

5. Choose the new course to which you would like to copy. Click on "Submit".

<input type="radio"/>	4013.117406	PSY-F111-4013-Winter2017- General Psychology I	Oct 12, 2017	00701015	00701015
<input checked="" type="radio"/>	4014.118406	PSY-F111-4014-Winter2018- General Psychology I	Sep 28, 2018	00701015	00701015
<input type="radio"/>	4015.115406	PSY-F111-4015-Winter2015- General Psychology I	Nov 28, 2016	00701015	00701015

6. **Select the components to copy.**

Check the components you would like to copy.

- a. Check "Content Area". This allows you to copy all the links in the Course Menu. To avoid copying duplicated links, **DESELECT** the links used in the MxCC Template: "Getting Started", "MxCC Help", "Academic Support", "Blackboard Resources", and "Faculty Resources". If you do not want to copy the old announcements, you will **DESELECT** "Announcements".

# MxCC Distance Learning Documentation

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- Content Areas
  - Home Page
  - Syllabus
  - Course Content
  - Discussion Questions
  - Glossary for PSY111
  - MxCC Help
  - Academic Support
  - Faculty Resources
  - Videos Links all
- Adaptive Release Rules for Content  
*User criteria will not be captured if en  
included. Assignment submissions wil.  
Grade Center columns and settings ar*
- Announcements

- b. If you would like to copy discussion forums, you will check “Discussion Board” and “Include only the forums, with no starter posts”.

- Discussion Board
  - Include starter posts for each thread in each forum  
(anonymized)
  - Include only the forums, with no starter posts

- c. Check “Grade Center Columns and Settings” if you will copy the assignment drop boxes, discussion forums, and tests.

- Glossary
- Grade Center Columns and Settings
- Group Settings

- d. Check “Tests, Surveys, Pools” if you will copy the tests.

- Tests, Surveys, and Pools
- Wikis

# MxCC Distance Learning Documentation

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7. Under “3. File Attachments”, use the Default option: “Copy links and copies of the content”. This option allows you only copy the files that are linked to any pages or tools you used in your course.

## 3. File Attachments

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

8. Review all the items you have checked, make sure you include all the components you would like to copy, click on “Submit”.
9. Log out Blackboard. Depending on the size of your original course and the time when you attempt to copy a course, wait for a few minutes or even a few hours during busy time. Check the new course to see if the content is copied over. After clicking on “Submit”, please do not copy again if you do not see the content copied over to the new course. It may take a few hours to copy the content over during a busy time.
10. To verify the content copied over to the new course, log on to Blackboard via MyCommNet. On “My Institution” page, click on the new course title. Review the content copied over. The copied links in Course menu are listed at the bottom. You will need to reorder the links in the Course Menu by dragging the handles next to a link.