

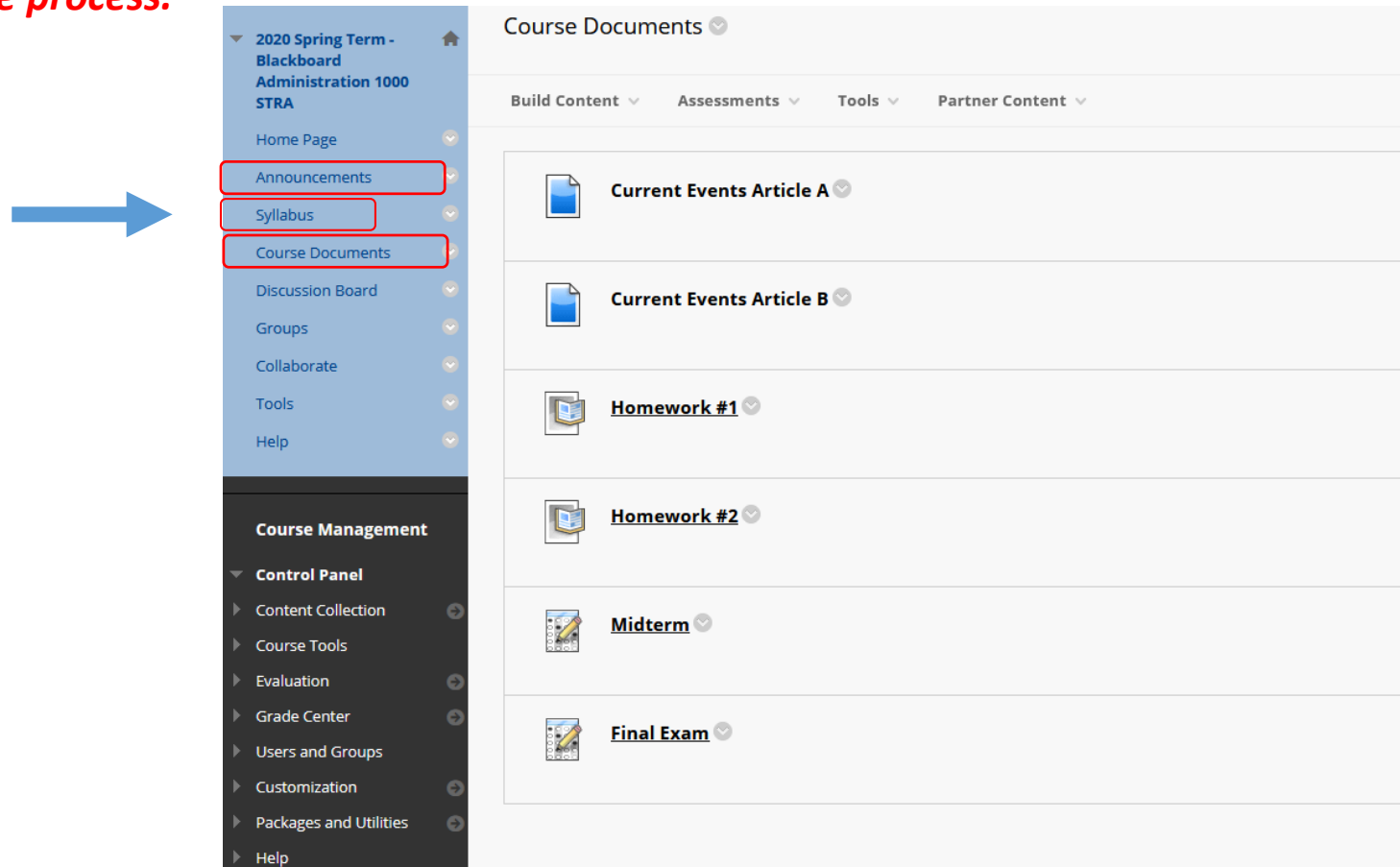


## **How to Copy Course Material on Blackboard**

1. Log in to the Course on Blackboard that contains the course materials that you want to copy to a new course. In this example we will copy data from a Spring 2020 course to a Spring 2021 course, so we will start in the Spring 2020 course.

In this course, I would like to copy all of the content in the **Announcements**, **Course Documents**, and **Syllabus** content areas (marked in red below) to a new Spring 2021 course.

You may have different or even more content areas (like Course Documents or Syllabus) in your course – ***please make a mental note which of these content areas you want copied over to the new course, as you will need to select them later in the process.***



The screenshot shows the Blackboard course interface. On the left is a navigation menu for the course '2020 Spring Term - Blackboard Administration 1000 STRA'. The menu items are: Home Page, Announcements, Syllabus, Course Documents, Discussion Board, Groups, Collaborate, Tools, and Help. The 'Announcements', 'Syllabus', and 'Course Documents' items are highlighted with red rectangular boxes. A blue arrow points from these boxes towards the right. Below the navigation menu is a 'Course Management' section with various options like Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. On the right side of the screenshot is the 'Course Documents' content area. It has a header with 'Course Documents' and a dropdown arrow. Below the header are four tabs: 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The main content area displays a list of documents: 'Current Events Article A', 'Current Events Article B', 'Homework #1', 'Homework #2', 'Midterm', and 'Final Exam'. Each document entry includes a document icon and a dropdown arrow.

***Go to the next step...***

2. Under **Course Management**, click **Control Panel** to expand for a list of options. Then click **Packages and Utilities**. Then click **Course Copy**.

The screenshot displays the Blackboard interface for a course titled "2020 Spring Term - Blackboard Administration 1000 STRA". On the left, a navigation menu is shown with "Control Panel" and "Packages and Utilities" highlighted with red boxes. A green arrow points from "Packages and Utilities" to "Course Copy". The main content area, titled "Course Documents", lists several items: "Current Events Article A", "Current Events Article B", "Homework #1", "Homework #2", "Midterm", and "Final Exam".

**2020 Spring Term - Blackboard Administration 1000 STRA**

- Home Page
- Announcements
- Syllabus
- Course Documents
- Discussion Board
- Groups
- Collaborate
- Tools
- Help

**Course Management**

- Control Panel**
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities**
- Bulk Delete
- Check Course Links
- Course Copy**
- Export/Archive Course
- Import Course Cartridge
- Import Package / View Logs
- Manage LTI Links

Course Documents

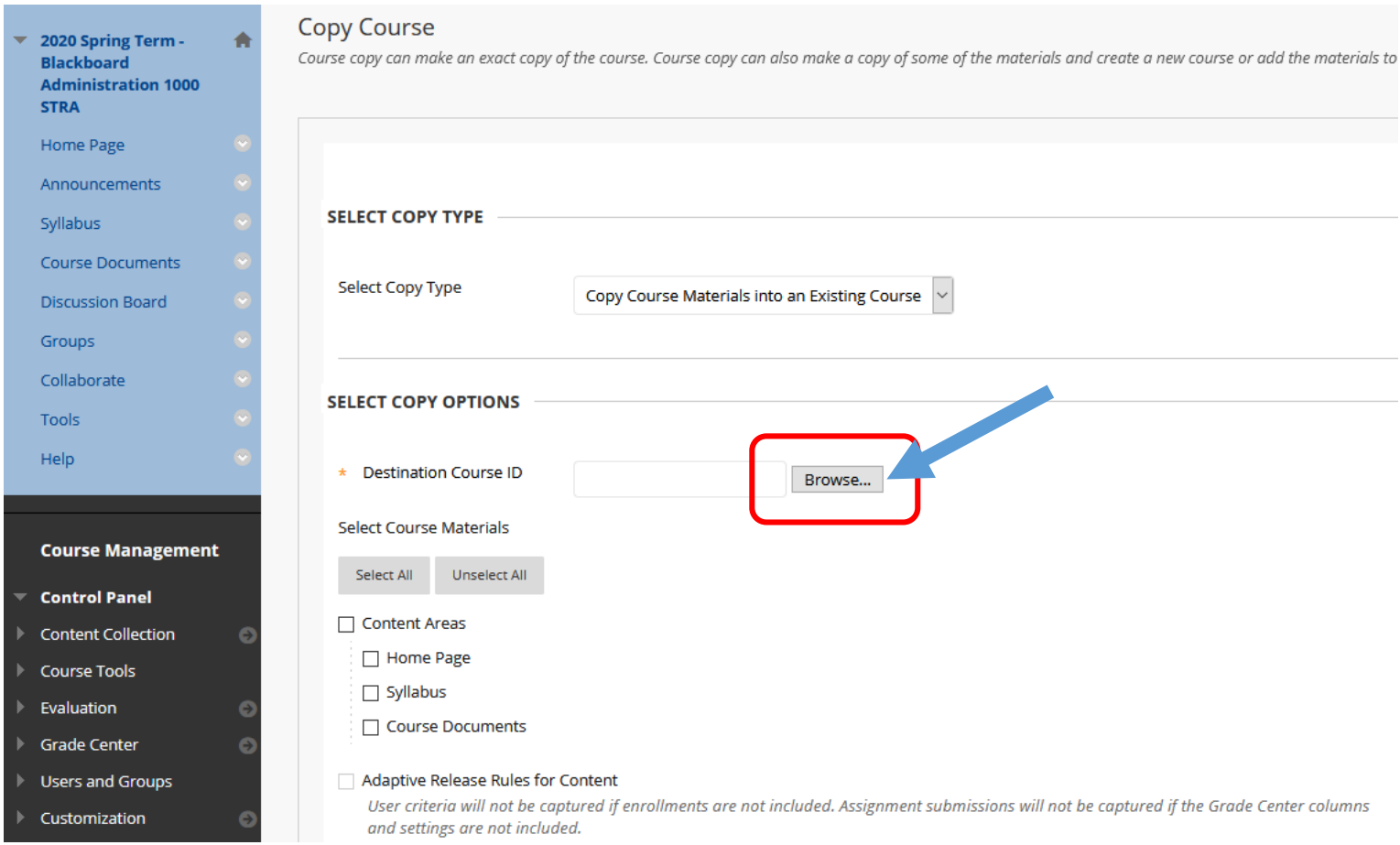
Build Content | Assessments | Tools | Partner Content

- Current Events Article A
- Current Events Article B
- Homework #1
- Homework #2
- Midterm
- Final Exam

3. First, we need to direct Blackboard to copy your material into the course of your choice. You can only copy data into one course at a time.

Click **Browse...** to the right of **Destination Course ID**. This will open a new window where you will see your list of courses.

**Go to the next step to see an example of that list.**



4. On the list, you will see **ALL** of the courses you are currently teaching, and have previously taught, on Blackboard at CUNY Baruch. The goal here is to click the **radio button** (marked in red below) to the left of the **Course ID** of the course you want to copy your data into.

**Please note:** it may be easier to identify your course by first looking at the **Course Name column on the list (marked in green below)**, and then clicking on the radio button to the left of that course's **Course ID**.

Then click **Submit** on the bottom right of that window to finalize the course selection.

This screenshot shows that we have selected "2021 Spring Term – Blackboard Administration 1000 EMWA" as the destination course where we will be copying data into.

The screenshot displays the Blackboard Learn interface for selecting a destination course. On the left, the 'SELECT COPY TYPE' dropdown is set to 'Copy Course Materials into an Existing Course'. Below it, the 'SELECT COPY OPTIONS' section shows 'Destination Course ID' as '2021 Spring Term – Blackboard Administration 1000 EMWA'. Under 'Select Course Materials', 'Content Areas' is selected, with sub-options for 'Home Page', 'Syllabus', and 'Course Documents'. A blue arrow points from the text in the callout box to the 'Syllabus' option.

The main search results window shows a table of courses with the following columns: COURSE ID, COURSE NAME, CREATED, INSTRUCTOR USERNAME, and INSTRUCTOR NAME. The 'COURSE NAME' column is highlighted in green. The row for '2021 Spring Term - Blackboard Administration 1000 EMWA' is highlighted in yellow, and its radio button is marked with a red square. At the bottom right of the search window, the 'Submit' button is also marked with a red square.

COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
<input type="radio"/> BAR01_ADMIN_TEST_1202_1	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETD [90093] (Baruch College)	Jan 30, 2020	23521590	Weirich, James
<input checked="" type="radio"/> BAR01_Admin_Dev_JPW	2021 Spring Term - Blackboard Administration 1000 EMWA	Feb 1, 2021	23521590	Weirich, James
<input type="radio"/> BAR01_Admin_Dev_JPW_2	2020 Spring Term - Blackboard Administration 1000 STRA	Feb 1, 2021	23521590	Weirich, James
<input type="radio"/> BAR01_BB_Intro_1192_1	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETA [90090] (Baruch College)	Jan 28, 2019	23521590	Weirich, James
<input type="radio"/> BAR01_BB_TestCourse_1192	Winter 2019 BB Test Course	Jan 2, 2019	23521590	Weirich, James
<input type="radio"/> BAR01_BB_Test_Course_119...	Fall 2019 BB Test Course	Oct 7, 2019	23521590	Weirich, James

5. Now we will ***select the content areas*** (of which we made a mental note of in Step 1) ***we want to copy into the new course***. In this example, we wanted to copy all of the material in the Announcements, Syllabus, and Course Documents area.

To do this, click the box next to the title of the content area you want to copy over. So, in this example, we clicked the ***Syllabus*** box, the ***Course Documents*** box, and the ***Announcements*** box.

**IMPORTANT NOTE:**

In order to copy exams and assignment links from one course to the next, you must select:

- 1) The Course content area where the exam links are located.
- 2) ***Grade Center Columns and Settings***
- 3) ***Tests, Surveys, & Pools***

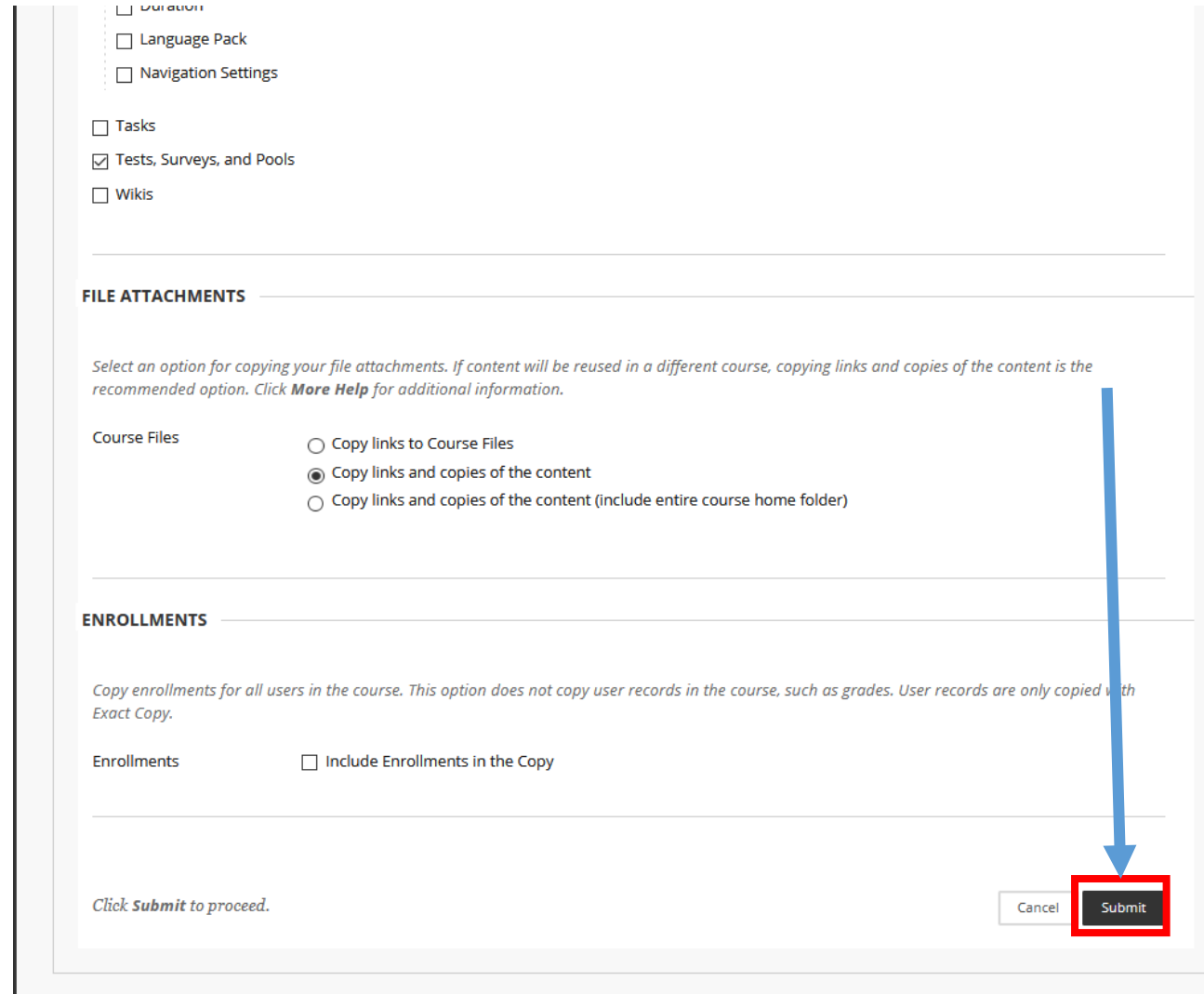
***IF YOU ARE ONLY COPYING DOCUMENTS TO THE NEW COURSE, YOU DO NOT NEED TO SELECT GRADE CENTER COLUMNS OR TESTS, SURVEYS, AND POOLS.***

Only when those 3 are selected can you copy over the exam links / grade center settings so that the exams work in your new course like they did in the previous course.

The screenshot shows the 'Course Copy' interface. On the left is a navigation sidebar with categories: Discussion Board, Groups, Collaborate, Tools, Help; Course Management; Control Panel; Content Collection; Course Tools; Evaluation; Grade Center; Users and Groups; Customization; Packages and Utilities; Bulk Delete; Check Course Links; Course Copy; Export/Archive Course; Import Course Cartridge; Import Package / View Logs; Manage LTI Links; Help; and Quick Unenroll. The main area is titled 'Select Copy Type' with a dropdown set to 'Copy Course Materials into an Existing Course'. Below is the 'SELECT COPY OPTIONS' section. It includes a 'Destination Course ID' field with 'BAR01\_Admin\_Dev\_JPW' and a 'Browse...' button. There are 'Select All' and 'Unselect All' buttons. A list of options follows, each with a checkbox: Content Areas (checked), Home Page (unchecked), Syllabus (checked), Course Documents (checked), Adaptive Release Rules for Content (unchecked), Announcements (checked), Blogs (unchecked), Calendar (unchecked), Contacts (unchecked), Content Alignments (unchecked), Discussion Board (unchecked), Include starter posts for each thread in each forum (anonymized) (selected), Include only the forums, with no starter posts (unchecked), Glossary (unchecked), Grade Center Columns and Settings (checked), Group Settings (unchecked), Journals (unchecked), Retention Center Rules (unchecked), Rubrics (unchecked), Settings (unchecked), Availability (unchecked), Banner Image (unchecked), Course Guest Access (unchecked), Course Observer Access (unchecked), Duration (unchecked), Language Pack (unchecked), Navigation Settings (unchecked), Tasks (unchecked), Tests, Surveys, and Pools (checked), and Wikis (unchecked). Blue arrows point from the text on the left to the 'Syllabus', 'Course Documents', 'Announcements', 'Grade Center Columns and Settings', and 'Tests, Surveys, and Pools' checkboxes.

6. Scroll down to the bottom of the page. **Ignore the FILE ATTACHMENTS and ENROLLMENTS sections** – they are not necessary for this process.

Click **Submit** on the bottom right to finalize the process.



Duration  
 Language Pack  
 Navigation Settings

Tasks  
 Tests, Surveys, and Pools  
 Wikis

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**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

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

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**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.

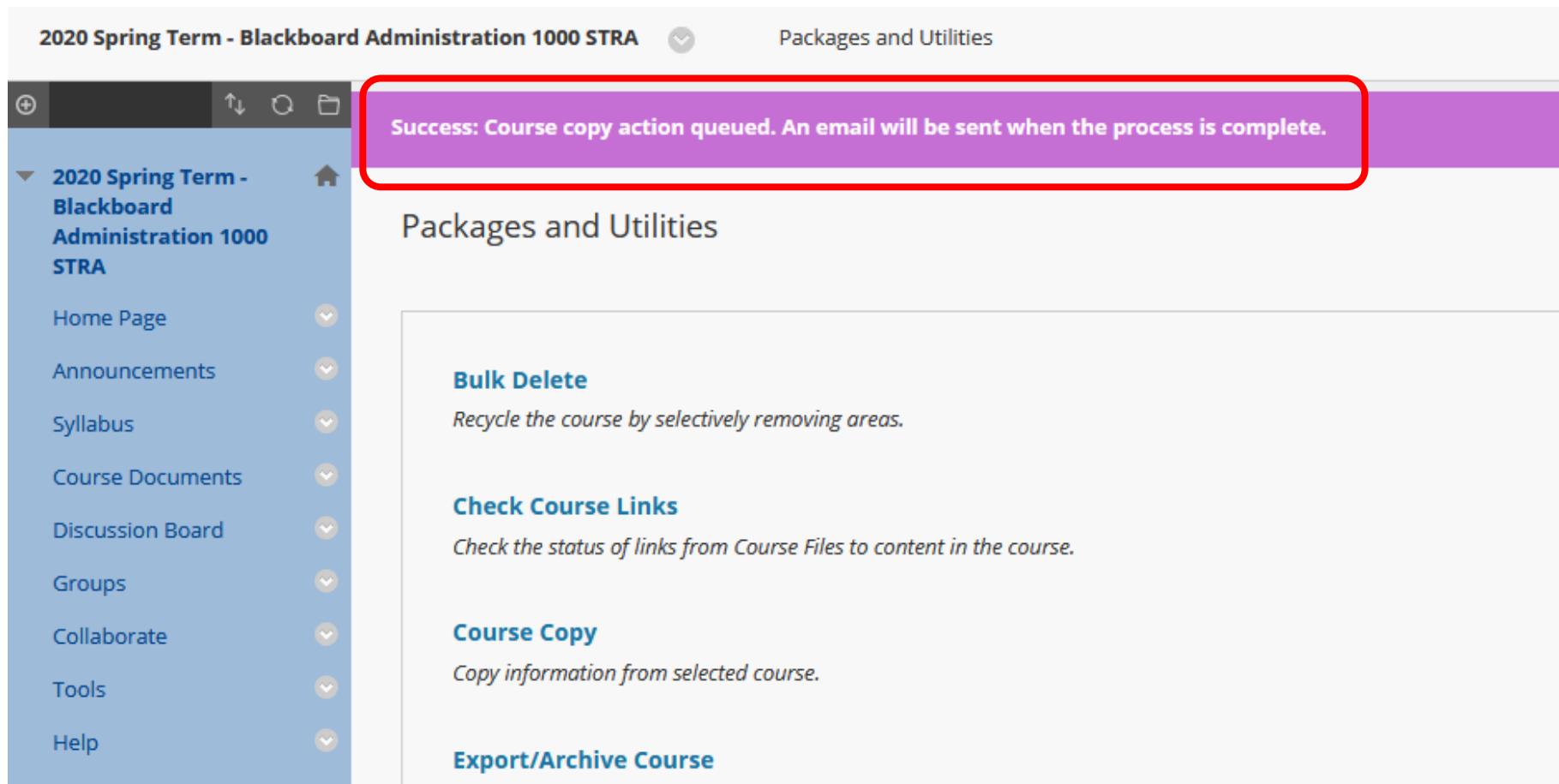
Enrollments  Include Enrollments in the Copy

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Click **Submit** to proceed.

Cancel Submit

7. You will see the following message in the purple banner. When the process is complete, go to your new course to view the copied content.



The screenshot displays the Blackboard interface for the course "2020 Spring Term - Blackboard Administration 1000 STRA". The page title is "Packages and Utilities". A purple banner at the top contains the message: "Success: Course copy action queued. An email will be sent when the process is complete." This message is highlighted with a red rectangular border. Below the banner, the page content is titled "Packages and Utilities" and lists several utility options: "Bulk Delete" (Recycle the course by selectively removing areas.), "Check Course Links" (Check the status of links from Course Files to content in the course.), "Course Copy" (Copy information from selected course.), and "Export/Archive Course". A left-hand navigation menu is visible, listing various course management options such as Home Page, Announcements, Syllabus, Course Documents, Discussion Board, Groups, Collaborate, Tools, and Help.



8. The screenshot below shows the Spring 2021 course we copied the data into in this example. Note the Blue Banner noting the copy process is complete. Also note that the **Course Documents** of this new Spring 2021 course now matched the **Course Documents** from Spring 2020. The same would be true for **Announcements** and **Syllabus**, since we also selected those content areas in **Step 5**.

2021 Spring Term - Blackboard Administration 1000 EMWA Course Documents

Source BAR01\_Admin\_Dev\_JPW\_2 | Destination BAR01\_Admin\_Dev\_JPW is complete. To access the detailed log, click here

2021 Spring Term - Blackboard Administration 1000 EMWA

- Home Page
- Announcements
- Syllabus
- Course Documents
- Discussion Board
- Groups
- Collaborate
- Tools
- Help

**Course Management**

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Course Documents

Build Content Assessments Tools Partner Content

- Current Events Article A
- Current Events Article B
- Homework #1
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