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

Select Course Materials

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

### 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)

- **Package Size**
  - Calculate Size
  - Manage Package Contents

Click Calculate Size to show the size of the course.
Clicking Manage Package Contents will allow you to select which items will be copied. Select the items you DO NOT want to copy.
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.

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.

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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