

## TUTORIAL

## COPYING BLACKBOARD COURSE CONTENT

Save time by copying content from one course into another course or shell.

1. Point a browser (e.g., Firefox, Internet Explorer) to <https://blackboard.pace.edu/>.
2. Enter your Pace credentials and click, **Login**.

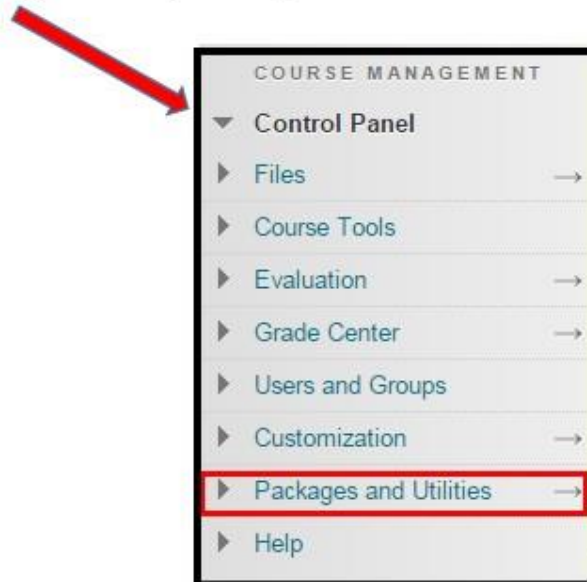


A screenshot of the Blackboard login form. It features two input fields: 'Username:' and 'Password:'. Below these fields is a blue button labeled 'Login'.

3. Click the, **Courses** tab and click on the appropriate (source) course to copy.



4. In the left-hand panel, under, **COURSE MANAGEMENT**, expand, **Control Panel** by clicking the triangle so that, **Packages and Utilities** is revealed.



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5. Expand, **Packages and Utilities** to reveal, **Course Copy**.



6. Click on, **Course Copy** to open the, **Copy Course** options window.

7. Leave the default setting for the, **SELECT COPY TYPE** drop-down menu.

A screenshot of a form titled 'SELECT COPY TYPE'. It contains a label 'Select Copy Type' and a dropdown menu. The dropdown menu is currently set to 'Copy Course Materials into an Existing Course'.

8. Under, **SELECT COPY OPTIONS**, click the, **Browse** button to select a destination.

A screenshot of a form titled 'SELECT COPY OPTIONS'. It contains a label 'Destination Course ID' with a red asterisk icon, an empty text input field, and a 'Browse...' button. A red arrow points from the top right towards the 'Browse...' button.

This is the destination (course) to which the copied content will be placed.

9. Once the destination course has been identified using the browsing function, click the appropriate radio button and click, **Submit**.

A screenshot of a search interface. The top section is a search form with the following elements: 'Search by:' followed by radio buttons for 'Course ID', 'Instructor', and 'Name/Description'; a search input field; and a 'Search' button. Below this is 'Created in Last:' followed by radio buttons for 'All Courses', 'Month', and 'Day'. The bottom section is a table with two columns: 'Course ID' and 'Course Name'. The first row has a radio button next to 'academic-tech' in the 'Course ID' column and 'Academic Technology' in the 'Course Name' column. A red arrow points from the search form down to the selected row in the table.

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The course name will then appear in the, **Destination Course ID** textbox.

### SELECT COPY OPTIONS

\* Destination Course ID

10. In the, **Select Course Materials** area, normally the, **Select All** option is chosen. However, if only specific content areas are desired (e.g., **Home Page, Course Documents**), check the appropriate checkbox(es).

Select Course Materials

- Content Areas
  - Home Page
  - Course Documents
  - Test Groups (content area)
  - Course Work
  - External Links
  - Respondus
  - Assignments

Select individual checkboxes if you are **not** using the "Select All" button.

If you select any content area that automatically creates a grade center column (e.g., Assignments), then you must also check the Grade Center checkbox.

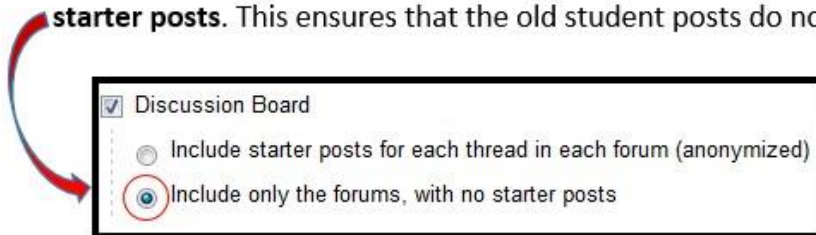
**NOTE:** All graded items are linked to the Grade Center. Check the Grade Center checkbox if you select graded items to ensure the link is maintained.

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Note: If you are selecting a content area that has the same name of a content area in the destination course, then the content will be copied into that content area. However, if the destination course does not have a content area with the same name as the content area that is being copied, then a new content area (button) will be created at the bottom of the list of content areas (buttons).

Note: If you are selecting any content area (e.g., **Assignments, Tests, Discussion Board** that is graded) that includes a Blackboard-generated column in the Grade Center, then the Grade Center must also be selected.

11. If the, **Discussion Board** is selected, then also select the second option, **with no starter posts**. This ensures that the old student posts do not get copied.

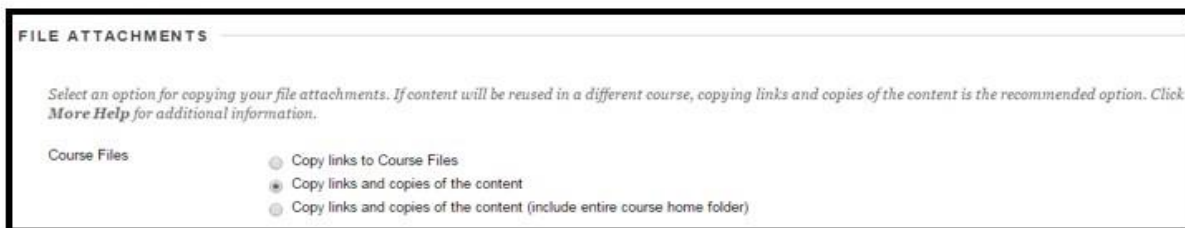


Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

12. In the, "FILE ATTACHMENTS" area, select your desired option with the radio button.



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.

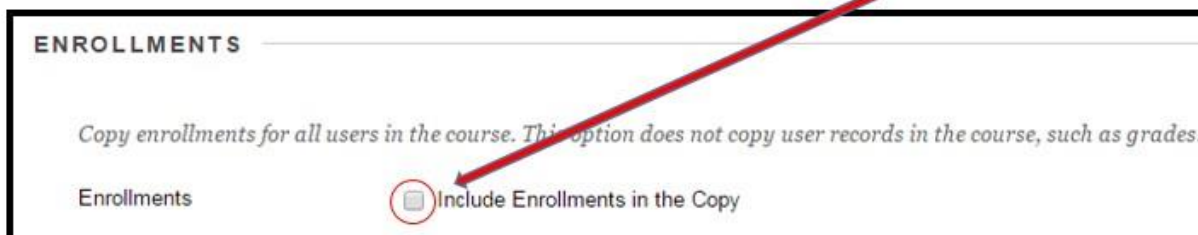
Course Files

Copy links to Course Files

Copy links and copies of the content

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

13. In the, "ENROLLMENTS" area, leave the enrollments checkbox **unchecked** by default.



ENROLLMENTS

Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades.

Enrollments

Include Enrollments in the Copy

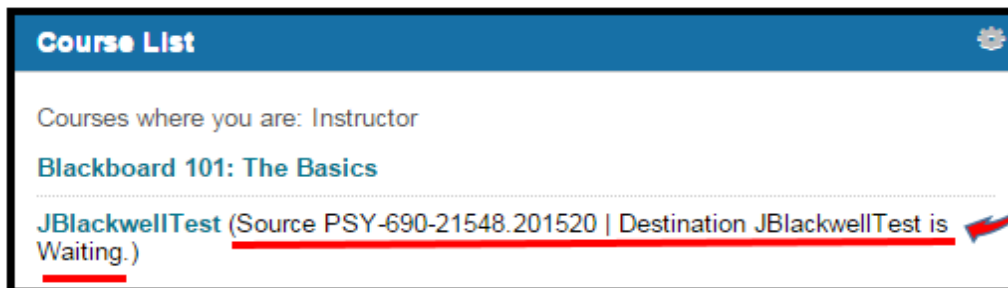
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14. After selecting the desired options, click the, **Submit** button at the bottom-right.

15. You will see the following notice indicating that the process has been started:

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

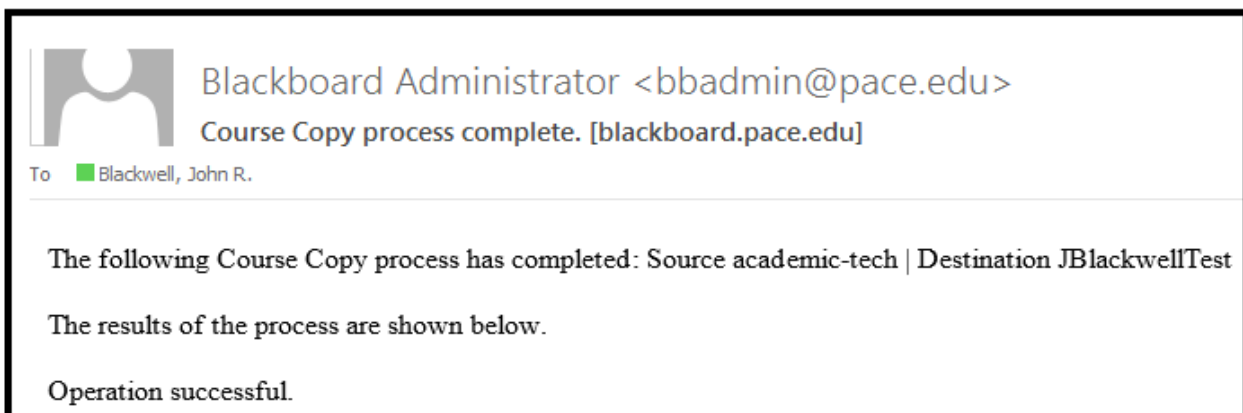
If you go into your list of courses, the destination course will show a notification that it is waiting for the process to complete.



The screenshot shows a 'Course List' interface. Under the heading 'Courses where you are: Instructor', there is a course entry 'Blackboard 101: The Basics'. Below this, a notification is displayed: 'JBlackwellTest (Source PSY-690-21548.201520 | Destination JBlackwellTest is Waiting.)'. A red arrow points from the text above to this notification.

**NOTE:** The process will take a few minutes, depending on the amount of content that is copied. You will know that the process is complete when the above notice is no longer present when refreshing the page with the course list.

16. You will then receive an email notice of completion.



The screenshot shows an email from 'Blackboard Administrator <badmin@pace.edu>' with the subject 'Course Copy process complete. [blackboard.pace.edu]'. The recipient is 'Blackwell, John R.'. The body of the email states: 'The following Course Copy process has completed: Source academic-tech | Destination JBlackwellTest. The results of the process are shown below. Operation successful.'

**NOTE:** Please wait for the email notification before accessing the destination course.

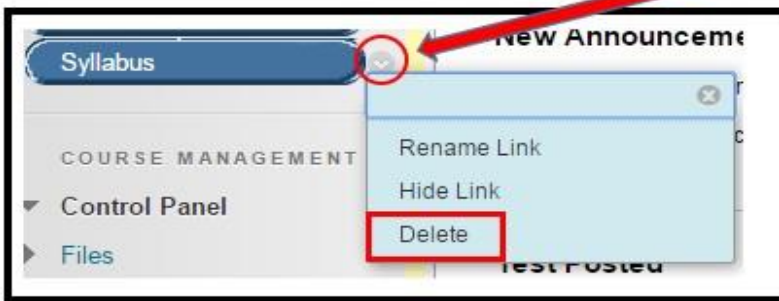


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17. Finally, you should go into your new course to:

- A. ensure the content has been loaded.
- B. delete any unnecessary buttons. The destination course may have buttons that are not needed. One original set is from the destination course and a second set is from the copied content from the source course. The copied buttons from the source course will be underneath the destination course's buttons.

To delete a button (content area), click the contextual arrow to the right of the content area button to reveal, "Delete".



Note: Remember that if you are selecting a content area that has the same name of a content area in the destination course, then the content will be copied into that content area. However, if the destination course does not have a content area with the same name as the content area that is being copied, then a new content area (button) will be created at the bottom of the list of content areas (buttons).