

How to Use “Course Copy” in Blackboard

Beginning with the Summer 2020 semester, faculty will receive a blank Blackboard shell for every course that they have in the schedule for that term. Faculty will be able to use the Course Copy feature in Blackboard to copy content from whichever previous semester offering or existing master course they desire into the new blank shell.

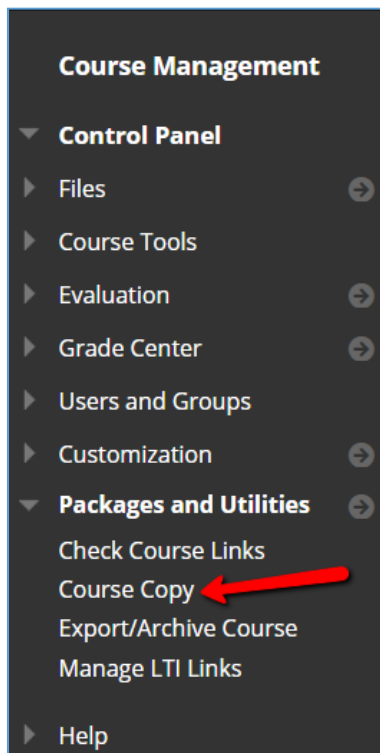
Combining Sections?

If you would like two or more course sections combined into one Blackboard shell, please let us know by filling out the [Request Merged/Combined Courses form](#) no later than the Wednesday before classes begin. **If the semester starts and you have not requested a course merge, it will be too late to combine your sections.**

Using Course Copy

NOTE: If you are going to combine/merge multiple classes/sections into a single shell, you should perform the following steps only AFTER the merged course has been created.

1. Log in to Blackboard and navigate to the course **from which you would like to copy content.** This will be referred to in this document as the “Source” course.
2. Once inside the Source course, scroll down to the Control Panel, under Course Management, on the left-hand side of the page. Click on “Packages and Utilities” and then click “Course Copy”.



- The page you are taken to is the Copy Course page. On this page, under “Select Copy Options”, click the Browse button.

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)

SELECT COPY TYPE

Select Copy Type

SELECT COPY OPTIONS

* Destination Course ID

- After clicking the Browse button, you should see a list of other Blackboard courses in which you are the Instructor, or in which you have Instructor access. From this list, select the course **into which you'd like the content to be copied**. This will be your “Destination” course. Once you've selected the Destination course, click Submit.

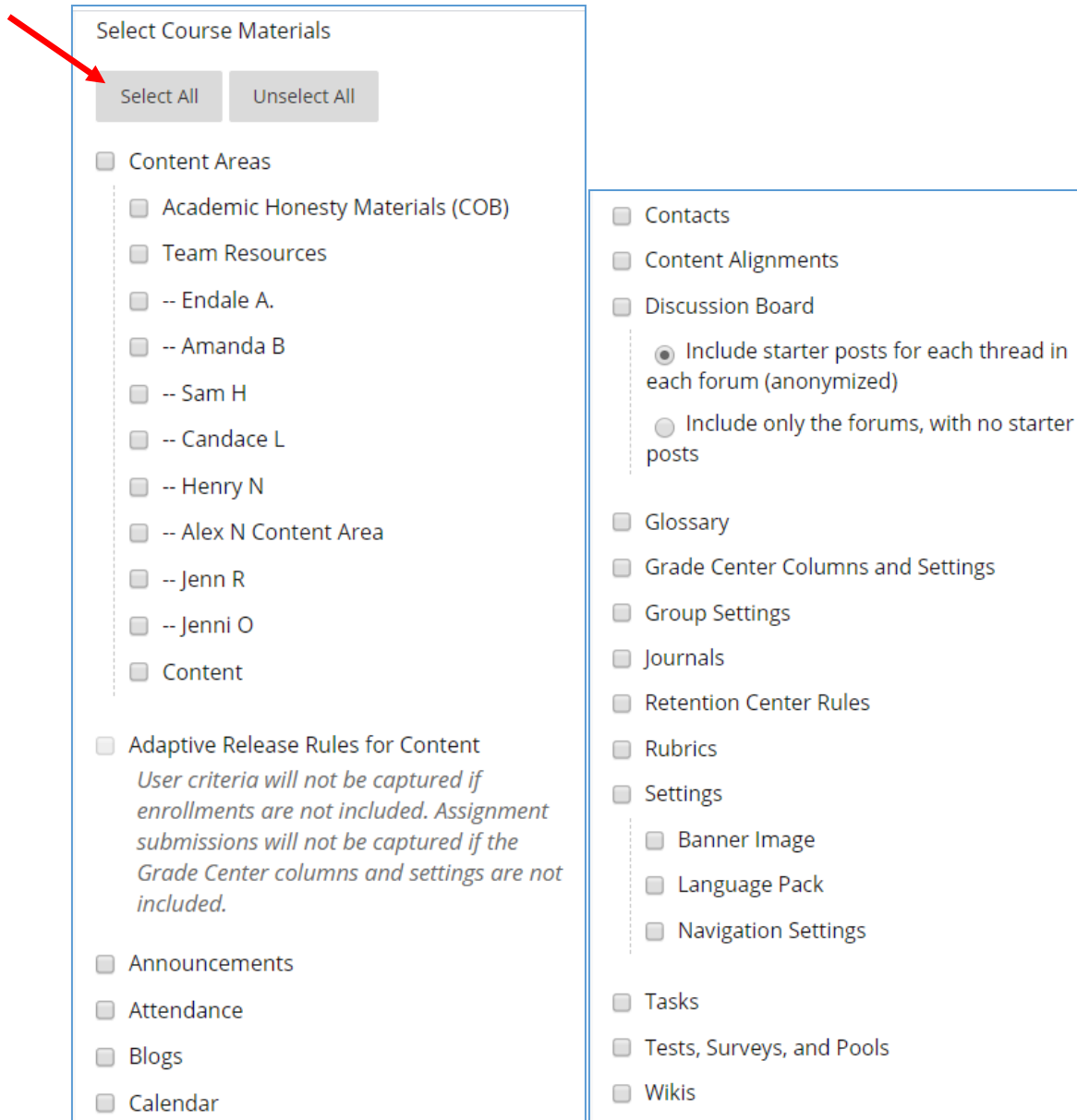
Courses

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

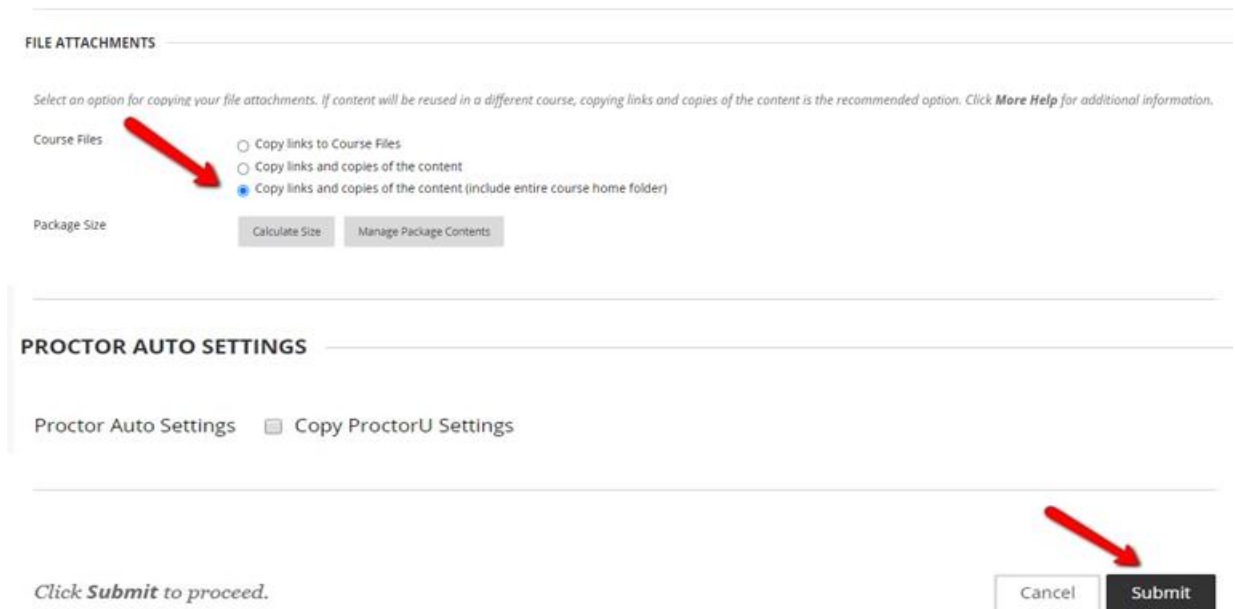
COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
<input checked="" type="radio"/> BlankTestCourseCopy.houst...	BlankTestCourseCopy	Mar 10, 2020	gghoustonsam ffhoustonsam	ggHouston, ggSam ffhouston, ffsam
<input type="radio"/> DEV.DISASTER_MASTER	Disaster Preparedness Template	Mar 7, 2020	willisopalenik newkirk bruce nguyent houstonsam ffhoustonsam	Willis-Opalenik, Jennifer Newkirk, Henry Bruce, Amanda Nguyen, Thuan Houston, Samantha ffhouston, ffsam
<input type="radio"/> TRAIN.bbonline2017.willisop...	Blackboard Basic Training - Online	Dec 12, 2018	willisopalenik nguyent newkirk houstonsam ray ffhoustonsam houstonsam	Willis-Opalenik, Jennifer Nguyen, Thuan Newkirk, Henry Houston, Samantha Ray, Jennifer ffhouston, ffsam Houston, Samantha

5. After clicking Submit, you will then need to click "Select All" to copy all of the previous contents in the course. Do not attempt to check only specific items or to uncheck any items after "Select All." **Using anything other than "Select All" will result in an incomplete copy job.**



The screenshot shows the 'Select Course Materials' interface. At the top, there are two buttons: 'Select All' and 'Unselect All'. A red arrow points to the 'Select All' button. Below the buttons, there are two columns of content items, each with a checkbox. The left column includes 'Content Areas' (with sub-items like 'Academic Honesty Materials (COB)', 'Team Resources', and various user content areas), 'Adaptive Release Rules for Content' (with a note about user criteria), 'Announcements', 'Attendance', 'Blogs', and 'Calendar'. The right column includes 'Contacts', 'Content Alignments', 'Discussion Board' (with radio button options for including starter posts), 'Glossary', 'Grade Center Columns and Settings', 'Group Settings', 'Journals', 'Retention Center Rules', 'Rubrics', 'Settings' (with sub-items like 'Banner Image', 'Language Pack', and 'Navigation Settings'), 'Tasks', 'Tests, Surveys, and Pools', and 'Wikis'.

- Next, ensure that the default setting, "Copy links and copies of the content (include entire course home folder)," is selected. Then click Submit. NOTE: If your source course includes exams/tests that have used ProctorU Review+ proctoring, you can carry over those settings to the Destination course by checking the "Copy ProctorU Settings" box.



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

PROCTOR AUTO SETTINGS

Proctor Auto Settings Copy ProctorU Settings

Click **Submit** to proceed.

- After clicking Submit, your Course Copy will begin to process. The amount of time it takes to copy completely will vary depending on the size of the Source course. You will know the copy is completed because a bar across the top of the Destination course will show the status of the copy. You should also receive an email letting you know the process is complete. After the copy is complete, check the content in the Destination course to ensure that everything you need is there.

Source WRKGRP.BBSAND.willisopalenik | Destination Sandbox.CourseCopy.Ray is complete. To access the detailed log, [click here](#)

If you have questions that are not covered by this tutorial please contact the Support Center. You may contact the Support Center by email at supportcenter@uhcl.edu or by telephone at (281) 283-2828.