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.
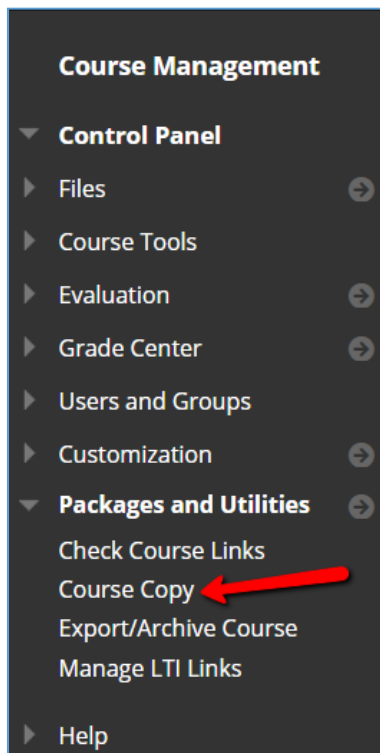
Combining Sections?

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".

Course Management

Control Panel

▶ Files ⊙
▶ Course Tools
▶ Evaluation ⊙
▶ Grade Center ⊙
▶ Users and Groups
▶ Customization ⊙
▼ **Packages and Utilities** ⊙
  Check Course Links
  Course Copy ←
  Export/Archive Course
  Manage LTI Links

▶ Help

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

4. 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.
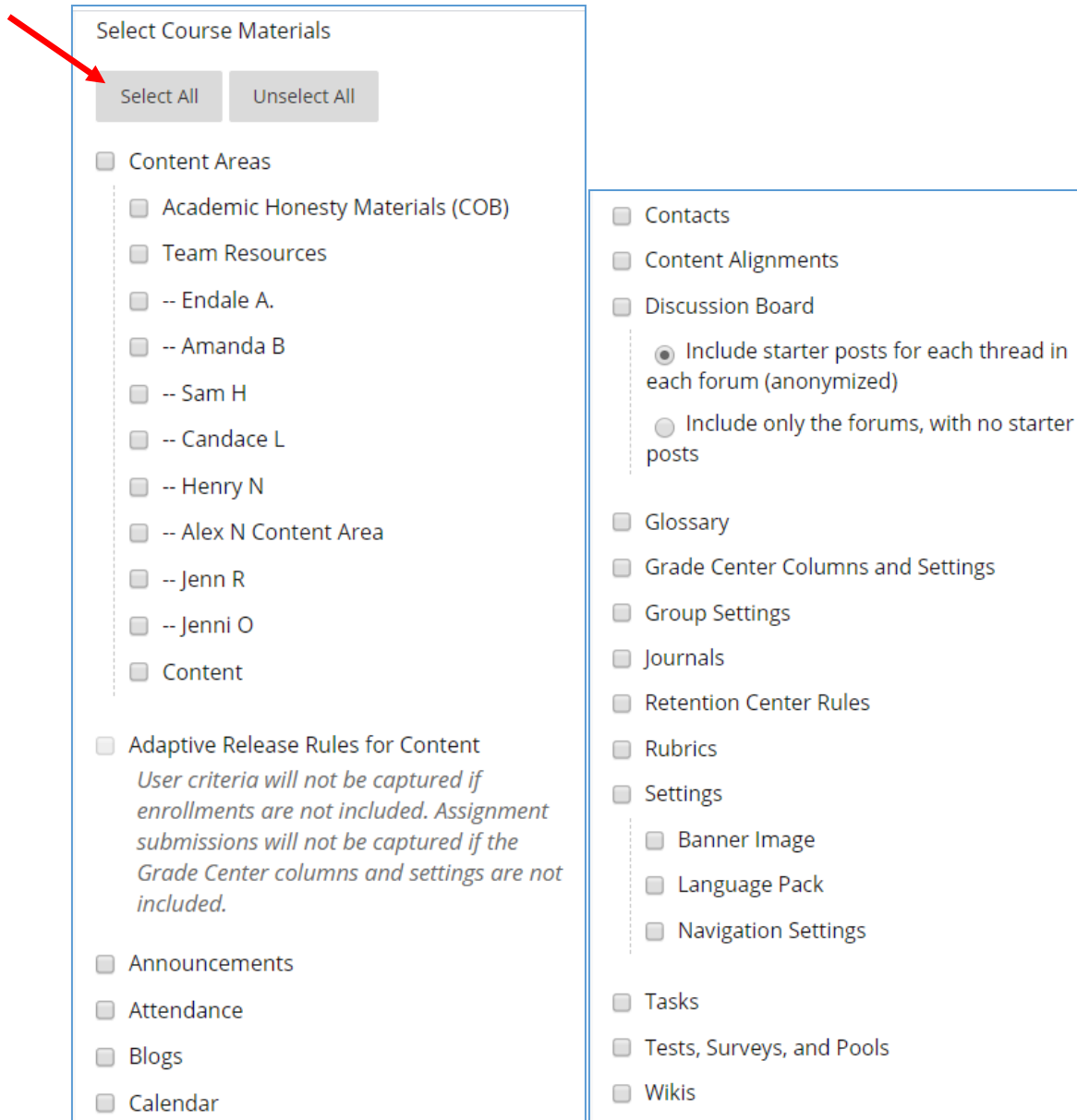
5. After clicking Submit, you will then need to click "Select All" to copy all of the previous contents in the course. Do not attempt to check only specific items or to uncheck any items after "Select All." **Using anything other than "Select All" will result in an incomplete copy job**.

Select Course Materials

[Select All] [Unselect All]

☐ Content Areas
   ☐ Academic Honesty Materials (COB)
   ☐ Team Resources
   ☐ -- Endale A.
   ☐ -- Amanda B
   ☐ -- Sam H
   ☐ -- Candace L
   ☐ -- Henry N
   ☐ -- Alex N Content Area
   ☐ -- Jenn R
   ☐ -- Jenni O
   ☐ Content

☐ Adaptive Release Rules for Content
User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.

☐ Announcements
☐ Attendance
☐ Blogs
☐ Calendar

☐ Contacts
☐ Content Alignments
☐ Discussion Board
   ⦿ Include starter posts for each thread in each forum (anonymized)
   ◯ Include only the forums, with no starter posts

☐ Glossary
☐ Grade Center Columns and Settings
☐ Group Settings
☐ Journals
☐ Retention Center Rules
☐ Rubrics
☐ Settings
   ☐ Banner Image
   ☐ Language Pack
   ☐ Navigation Settings

☐ Tasks
☐ Tests, Surveys, and Pools
☐ Wikis

6. 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.

7. 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.

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.