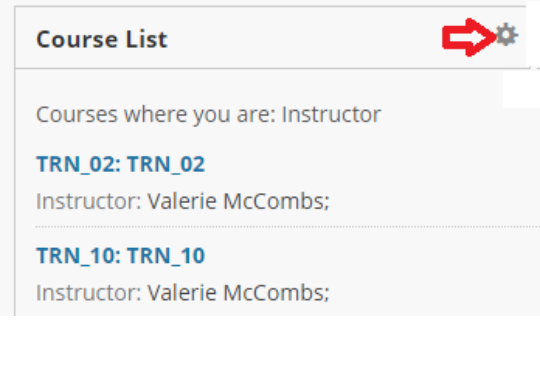
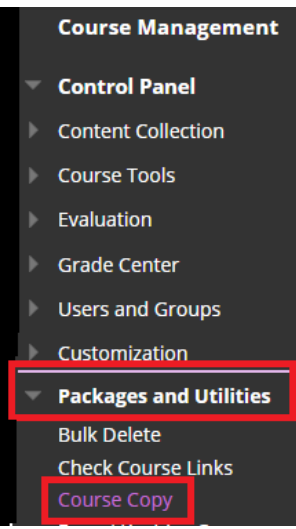




Blackboard Learn Course Copy

<p>Log-in and navigate to the Blackboard Course List.</p> <p>Select Course that has the content you wish to copy to another course.</p> <p>Note: If your course is not listed select the Gear Icon to locate and make it visible on the Course List. If you are listed as Instructor in more than 99 courses you will see a link to 'more courses.'</p>	 A screenshot of the Blackboard Course List interface. At the top, it says "Course List" with a red arrow pointing to a gear icon. Below, it lists "Courses where you are: Instructor". Two course entries are visible: "TRN_02: TRN_02" and "TRN_10: TRN_10", both with "Instructor: Valerie McCombs;" listed below them.
<p>Select the link Course Copy under Course Management/Packages and Utilities.</p>	 A screenshot of the Blackboard Course Management menu. The menu is dark with white text. It lists several options: "Control Panel", "Content Collection", "Course Tools", "Evaluation", "Grade Center", "Users and Groups", "Customization", "Packages and Utilities", "Bulk Delete", and "Check Course Links". The "Packages and Utilities" option is highlighted with a red box, and the "Course Copy" option within it is also highlighted with a red box.

Select the following under “Copy Course”:

1. Copy Type: Copy Course Materials into an Existing Course.
2. Copy Options: Enter Course CRN and Term or use the Browse button to search for Course.

Copy Course

SELECT COPY TYPE

Select Copy Type

- Copy Course Materials into a New Course
- Copy Course Materials into a New Course
- Copy Course Materials into an Existing Course
- Copy Course with Users (Exact Copy)

SELECT COPY OPTIONS

* Destination Course ID 10002.201910

Browse...

3. Under Select Course Materials “Select All” or check the items you wish to copy.

SELECT COPY OPTIONS

* Destination Course ID

Select Course Materials

Select All Unselect All

- Content Areas
 - Home Page
 - Home Page
 - Financial Aid Participation Verification
- Adaptive Release Rules for Content
- 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
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

4. Under File Attachments select the middle radial button.
5. Select Submit.
6. You will receive an Email Notification once the course has been copied.

FILE ATTACHMENTS

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)

Cancel

Submit