

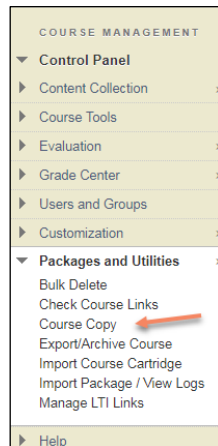


Blackboard Full Course Copy

Use the following instructions as a guide for copying your course content from a previous Blackboard site (or from a template site) into the new, empty Blackboard site automatically generated for your course for the upcoming semester.

Copy the entire contents of one Blackboard site into another

1. Access the Blackboard site you wish to copy (the one with all of the content already in it). This might be a Blackboard site from a previous semester or a template site you developed.
2. In that site's **Control Panel**, click on **Packages and Utilities**; then click on **Course Copy**.
3. Select Copy Type: **Copy Course Materials into an Existing Course**. (this is the only option)



4. Click the **Browse** button next to the Destination Course ID field. This will open a new window with a list of all of your courses.

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input checked="" type="checkbox"/> 2181_ENGL110_1168	ENGL 110 - 1168 - COMPOSITION I	Aug 16, 2017	jmaston	Maston, Jeffrey
<input type="checkbox"/> 2181_ENGL111_1015	ENGL 111 - 1015 - COMPOSITION II	Aug 16, 2017	jmaston	Maston, Jeffrey

USE CAUTION AT THIS STEP!

If you chose the wrong destination course, you can create a big mess, especially if you accidentally copy content into a course that already has content in it.

If you are uncertain of which course to choose, click cancel. Verify the destination course's four-digit class number (from your eServices roster) before continuing with the copy process.

5. Select the Destination Course (the course you wish to copy all of the content into) from the list, and click **Submit**. You will return to the Course Copy screen, where you will continue with selecting the copy options.
6. Click the **Select All** button. This will select most of the remaining checkboxes on the page. **Don't make any changes to the checkboxes that are selected/unselected after clicking Select All.**
7. Change the Discussion Board setting to **Include only the forums, with no starter posts**.

<input checked="" type="checkbox"/>	Discussion Board
<input type="checkbox"/>	Include starter posts for each thread in each forum (anonymized)
<input checked="" type="checkbox"/>	Include only the forums, with no starter posts

8. Scroll down to the bottom of the page.

SELECT COPY TYPE	
Select Copy Type	Copy Course Materials into an Existing Course
SELECT COPY OPTIONS	
* Destination Course ID	<input type="text"/> Browse...
Select Course Materials	Select All Unselect All
<input type="checkbox"/> Content Areas	
<input type="checkbox"/> Course Information	
<input type="checkbox"/> Course Content	
<input type="checkbox"/> 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.
<input type="checkbox"/> Announcements	
<input type="checkbox"/> Blogs	
<input type="checkbox"/> Calendar	
<input type="checkbox"/> Contacts	

9. In the File Attachments section, keep the default setting of **Copy links and copies of the content**.

10. In the Enrollments section, ensure **Include Enrollments in the copy** is **NOT** selected.
11. Click **Submit**. You should see a message appear near the top of the screen: **Success: Course copy action queued. An email will be sent when the process is complete.**
12. You will **receive an email** from the Blackboard System Administrator that informs you that the **Course Copy process is complete.**

THE COPY PROCESS TAKES TIME TO COMPLETE!

Even at the least busy times, course copies can take several minutes to complete. At busier times, the copy may take longer as Blackboard processes one request after another.

If you have already walked through the steps to create a copy once, **DO NOT** get impatient and submit a second copy when the material does not immediately appear. If you do this, you will end up with duplicate material within the destination course.

13. After the copy process is complete, access the destination course. You may need to **cleanup or reorder the destination course’s main menu**. See the next section of this document for more information.

The default menu of a new, blank Blackboard site and the copy process

A new, blank Blackboard site will be generated for every course in the college’s schedule each semester. While these sites do not contain any content, they do have a default course navigation menu.

Default Menu Item	Description
Announcements	Tool Link to the Announcements tool
Course Information	Content Area
Course Content	Content Area
Discussion Board	Tool Link to the Discussion Board tool
My Grades	Tool Link to the My Grades tool
Send Email	Tool Link to the Email tool
Tools	Tool Link to the Tools Area (hidden)
Blackboard Help	Tool Link to the Blackboard Help tool

When you copy your content into a course that contains this default menu, the menus will be merged together according to the following rules:

- **Menu items with identical names will be merged together.**
- **Menu items with different names will not be merged – the default menu items will be retained and the copied menu items will be created and added at the bottom of the list.**

Menu item in template course	Menu item in destination course	Result after the copy in destination course
Announcements	Announcements	Only one Announcements menu item
Discussion Boards	Discussion Board	Two menu items linking to the discussion board tool (one ends in “s”)
Assignments	Course Content	Assignments menu item (linking to content). Also, Course Content menu item (linking to blank content area).

MENU MAY NEED ADJUSTING AFTER COPY!

If your template courses do not feature the default menu structure, you will likely need to **reorder** some menu items and possibly **delete** some unwanted extra/empty menu items in the destination course after the course copy has completed.

- **Be careful when deleting Content Area links from the main menu.** If the content area is blank, it is ok to delete it, if you wish. If it is not blank, any content that displays within that area will be lost when the content area is deleted from the main menu.
- **Deleting a Tool Link from the main menu does not delete any content.** If you have two menu items linking to the Discussion tool, for example, you can’t accidentally delete the “wrong one”—the discussion forums will be retained within the Discussion tool, even if you deleted both menu items.