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.

USE CAUTION AT THIS STEP!
If you chose the wrong destination course, you can create a big mess, especially if you accidently 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.

8. Scroll down to the bottom of the page.
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.

<table>
<thead>
<tr>
<th>Default Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Tool Link to the Announcements tool</td>
</tr>
<tr>
<td>Course Information</td>
<td>Content Area</td>
</tr>
<tr>
<td>Course Content</td>
<td>Content Area</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>Tool Link to the Discussion Board tool</td>
</tr>
<tr>
<td>My Grades</td>
<td>Tool Link to the My Grades tool</td>
</tr>
<tr>
<td>Send Email</td>
<td>Tool Link to the Email tool</td>
</tr>
<tr>
<td>Tools</td>
<td>Tool Link to the Tools Area (hidden)</td>
</tr>
<tr>
<td>Blackboard Help</td>
<td>Tool Link to the Blackboard Help tool</td>
</tr>
</tbody>
</table>

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.

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

**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 accidently delete the “wrong one”—the discussion forums will be retained within the Discussion tool, even if you deleted both menu items.