

Setting Up Courses for the Next Semester in Blackboard (Course Copy)

When you set up your courses for the next semester in Blackboard, you may want to copy all or parts of a current or past semester course content. Faculty may use the Course Copy menu item from the Control Panel to copy course materials .

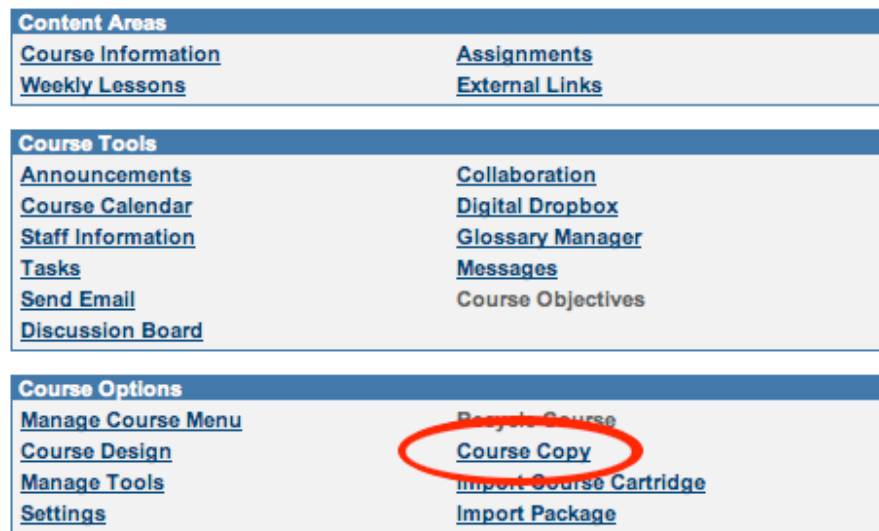
Using Course Copy

Overview:

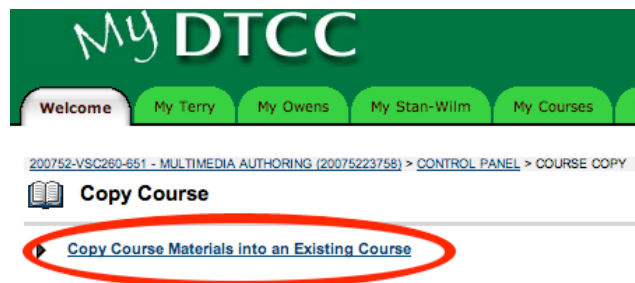
Course Copy enables instructors to copy content from one course into another they are teaching. Instructors can select areas, such as Announcements, Staff Information, or other course areas to copy. Course Copy will add content into a course but not remove existing content from the new course.

Note: A user can only copy materials into a course where they have a role as the instructor.

Step 1: Click **Course Copy** from the Control Panel.



Step 2: Click **Copy Course Materials into an Existing Course** from the Copy Course page.



Step 3: Enter a Course ID for the destination course or click the **Browse** button to open a search function in a separate window.

[200752-VSC260-651 - MULTIMEDIA AUTHORIZING \(20075223758\)](#) > [CONTROL PANEL](#) > [COURSE COPY](#) > [COPY](#)

Copy Course Materials into an Existing Course

Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

* Destination Course ID

Step 4: Once the Search window appears select the **Search** button to view a list of the courses you are teaching.

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

Step 5: Select the course you want to copy to from the list of courses. The Course ID consists of the semester code and the Course Reference Number (CRN) from Banner combined e.g. 20085220406. This is the only Course ID format that is acceptable..

Course ID	Course Name	Created	Instructor Username	Instructor Name	
20065223227	200652-VSC262-651 - Computer Graphics III	Sep 1, 2005	jpearson rpleasan jpearson[i]	Pearson, Jerry Pleasanton, Ronald ZZInstructor, ETC	<input type="button" value="Select"/>
20065223758	200652-VSC260-651 - Multimedia Authoring	Sep 2, 2005	jpearson dhayes1 dhayes1[i]	Pearson, Jerry Hayes, Dallas ZZInstructor, ETC	<input type="button" value="Select"/>
<u>20075113149</u>	200751-VSC262-652 - Computer Graphics III	Jan 31, 2006	rpleasan jpearson[i] jpearson jpearson[i]	Pleasanton, Ronald ZZInstructor, ETC Pearson, Jerry ZZInstructor, ETC	<input type="button" value="Select"/>
20075223758	200752-VSC260-651 - Multimedia Authoring	Jul 1, 2006	jpearson jpearson[i] rpleasan rpleasan[i]	Pearson, Jerry ZZInstructor, ETC Pleasanton, Ronald ZZInstructor, ETC	<input type="button" value="Select"/>

Once you have selected the course, the Course ID will populate The Destination Course ID field.

Copy Course Materials into an Existing Course

Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

* Destination Course ID

Step 6: Select the course materials you wish to transfer to the new course by selecting the check boxes next to each course area and tool in the current course.

2 Select Course Materials

- Content
 - Course Information
 - Weekly Lessons
 - Assignments
 - External Links
- Adaptive Release rules for content
User criteria will not be captured if Enrollments are not included.
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

Note: A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings, If none of these options is selected a warning will appear.

The table below details what happens to each selectable option when the copy is performed.

Course Material	Behavior When Copied
Content	Copies course materials, including uploaded files. Learning Units, links, and Course Cartridge content (including content that is copy protected). Users may also select to include Course Information, Course Documents, Assignments, and External Links.
Announcements	All Announcements are copied to the new course. This option must be selected or the links in Announcements to Assessments will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course.
Calendar	All Calendar events are copied to the new course.
Collaboration Sessions	Collaboration Sessions and their settings are copied to the new course.
Course Settings	Some Course Settings will be copied, See Course Settings below for more information.
Discussion Board	Discussion Board forums, including the initial posts in each forum, are copied to the new course.
Gradebook Items & Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new course.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names
Staff Information	All Staff Information is copied to the new course.

Course Settings:

When **Course Settings** is selected, certain settings are copied to the new course. These include:

- Course Entry Point Course Design Course Banner
- Tool settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of the **Course Copy** operation:

- Course ID, Name, Description, Availability, and Duration

Resolving Course Menu Items

When copying content and tools from one course to an existing course, the Course Menu must resolve itself in the destination course. The table below describes how the Course Menu items are resolved.

If...	Then...
A course area in the same course does not exist in the destination course.	The area will be added to the Course Menu in the destination course.
The course area in the source course and the course area in the destination course have the same name and are of the same type (for example, External Links, Staff Information, or Content)	The content from the source course will be added. But will not replace, the content in the area within the destination course.
The course area in the source course and the course area in the destination course have the same name but are of different types.	The course area from the source course will be added to the destination course under a different name. The new name will append an incremental number to the name (for example, Course Materials will become Course Materials 1).

Links

Links to parts of a course that are not included in the copy will break when the links appear in the destination course. For example, if there is a link to a Test in a course area and Assessments are not copied, the link to the test will be broken.

Course Cartridge Content

If the source course includes Course Cartridge content and the destination course does not have a Cartridge ID, the cartridge will content will be copied to the destination course with the Cartridge ID assigned. This includes content that is copy protected.

If the destination course already has a Cartridge ID, neither the cartridge content nor the Cartridge ID will be copied from the source course to the destination course.

User records in the course will not be copied. This includes the following:

- | | |
|--|---------------------------------|
| Gradebook Student Records | Drop Box Files |
| Assessment Attempts | Assignment submissions |
| Course Statistics | Collaboration session logs |
| User Home pages | The Electric Blackboard entries |
| Archived Discussion Board messages (including Groups Discussion Board posts) | |

