

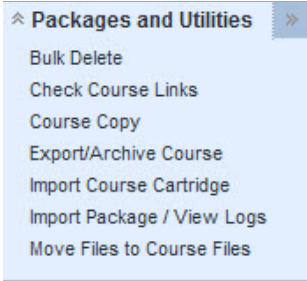
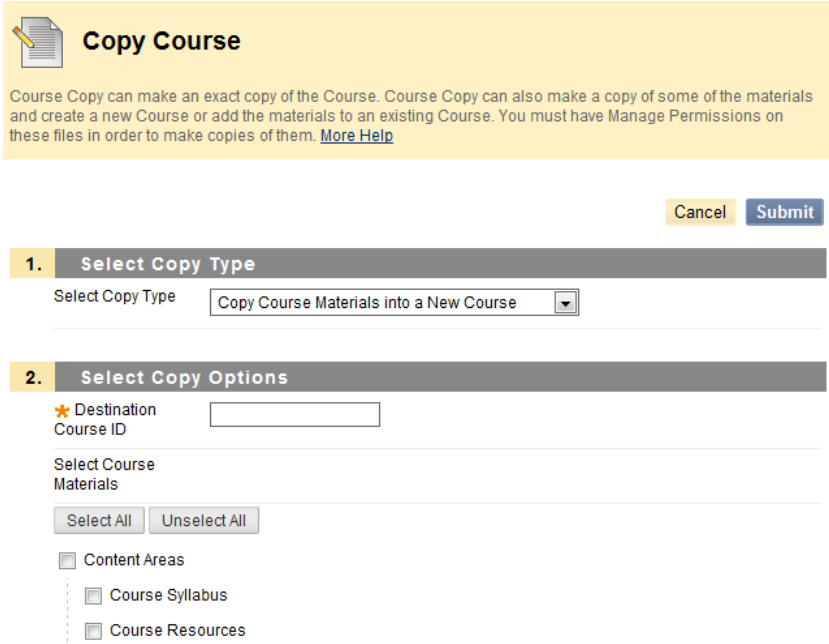
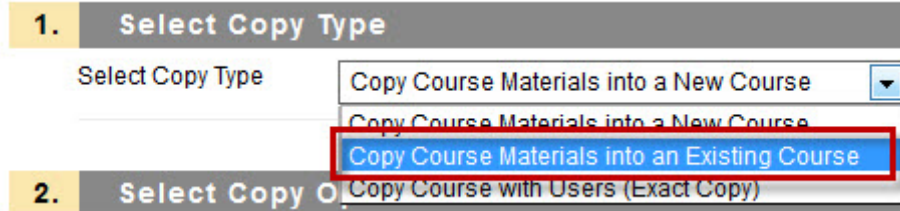


Copying Content

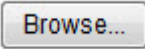
This work instruction shows users how to copy courses from one to another in Blackboard. Content can be reused from semester-to-semester, it only needs to be copied to the new semester's shell. *This document assumes that the user is logged into Blackboard and inside of a course shell.*

	START PROCEDURE
1.	<p>From the Control Panel, click the Packages and Utilities link.</p> 
2.	<p>From the Packages and Utilities menu, click the Copy Course link.</p> 
	<p>The Copy Course page displays.</p> 

3. From the Select **Copy Type** drop-down menu, select the **Copy Course Materials into an Existing Course** option.



4. From the **Select Copy Options** section, click the **Browse** button.



The **Courses** window displays.

Courses

Search by: Course ID Instructor Name/Description

Search

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> 161021	COMM2500-C1: INSTRUCTIONAL MEDIA DESIGN SP11	Nov 5, 2010	sullivana	SULLIVAN, ADAM
<input type="radio"/> 164112	COMM2500-C1: INSTRUCTIONAL MEDIA DESIGN FA11	Apr 12, 2011	sullivana	SULLIVAN, ADAM
<input type="radio"/> 167815	COMM2500-C1 - INSTRUCTIONAL MEDIA DESIGN SP12	Nov 2, 2011	sullivana	SULLIVAN, ADAM
<input type="radio"/> 171246	NURS3070-L1 - HEALTH PROMOTION & ASSESSMENT FA12/ROL	Apr 17, 2012	englert	ENGLERT, NADINE
<input type="radio"/> 171516	COMM2500-C1 - INSTRUCTIONAL MEDIA DESIGN FA12	Apr 17, 2012	sullivana	SULLIVAN, ADAM
<input type="radio"/> 171618	ENGO4000-L1 - WRITING PRACTICES AND THEORIES FA12/ROL	Apr 17, 2012	granta	GRANT, ARTHUR
<input type="radio"/> 174379	RDSP6700-A - CURR TRENDS/ISSUES IN LITERACY FAL12 FA12	Jul 17, 2012	semich	SEMICH, GEORGE
<input type="radio"/> BbFEIC	FEIC Blackboard Basics	Mar 27, 2012	sullivana	SULLIVAN, ADAM
<input type="radio"/> BbHp1000	BlackBoard HelpDesk	Mar 25, 2012	kassel sullivana gribschaw	KASSEL, MARK SULLIVAN, ADAM GRIBSCHAW, CHRIS
<input type="radio"/> DIDO1000	DIDO1000 Didoline Testing	Aug 30, 2011	didoline	Demi, Jared
<input type="radio"/> INLF1000	ONLF1000 Online Faculty Training 1	Jan 24, 2012	sullivana kassel gribschaw	SULLIVAN, ADAM KASSEL, MARK GRIBSCHAW, CHRIS
<input type="radio"/> LITO1060_MSTR	LITO1060 READING LITERATURE: MYTHS MSTR	Jul 30, 2012		
<input type="radio"/> ONL1000a	Online Test Course	Mar 15, 2011	kassel sullivana gribschaw	KASSEL, MARK SULLIVAN, ADAM GRIBSCHAW, CHRIS
<input type="radio"/> TRN_GRIBSCHAW	TRAINING SHELL - GRIBSCHAW	Jan 24, 2012	gribschaw sullivana	GRIBSCHAW, CHRIS SULLIVAN, ADAM
<input type="radio"/> TRN_MSTR	FACULTY TRAINING SHELL - MASTER	Jan 18, 2012	sullivana kassel	SULLIVAN, ADAM KASSEL, MARK
<input type="radio"/> TRN_STUDENT	RMU1000-A BLACKBOARD SHELL	Mar 5, 2012	sullivana	SULLIVAN, ADAM

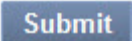
Displaying 1 to 16 of 16 items | [Show All](#) | [Edit Paging...](#)

[Cancel](#) [Submit](#)

5. Click to select radio button of the course to which the content will be copied.

IMPORTANT NOTE: You can only copy content to one course at a time. To copy the content to more than one course, the process must be repeated.

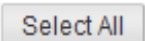
6. Click the **Submit** button to confirm the course selection.





The **Copy Course** page displays and the **Destination Course ID** field is populated with the Course ID of the selected course.

★ Destination Course ID [Browse...](#)

7. From the **Select Course Materials** section, click the **Select All** button



IMPORTANT NOTE: All of the necessary checkboxes needed for a successful copy are selected. No additional checkboxes require selection.

8.	<u>DO NOT</u> make any changes to the File Attachments section.
9.	<u>DO NOT</u> select the Include Enrollments in the Copy checkbox. If this checkbox is selected, all enrolled students will be copied to the new shell.
10.	 Click the Submit button. A confirmation will be emailed.
	<u>IMPORTANT NOTE:</u> Please allow up to 12 hours for the copy to be successful. While this amount of time may not be needed, it will ensure that all content is properly copied.
	END PROCEDURE