

Copy Content

Copy materials within or between courses on Blackboard.

When it comes to your new Blackboard course each year, you can easily copy content that you wish to reuse.

Copy course materials from one Blackboard course to another


Blackboard allows you to copy any or all of the content from one course to another. In this way, you can copy courses and conveniently reuse and adapt existing course structures, materials, and content.

1. Access the course you want to copy.
2. On the **Control Panel**, expand the **Packages and Utilities** section and select **Course Copy**.

The screenshot shows the 'Copy Course' interface. On the left, the 'COURSE MANAGEMENT' sidebar is visible, with 'Control Panel' expanded and 'Course Copy' highlighted. The main content area is titled 'Copy Course' and contains the following elements:

- SELECT COPY TYPE:** A dropdown menu with three options: 'Copy Course Materials into a New Course' (selected), 'Copy Course Materials into an Existing Course', and 'Copy Course with Users (Exact Copy)'.
- SELECT COPY OPTIONS:** A section with a 'Destination Course ID' field and a 'Select Course Materials' section. The 'Select Course Materials' section includes 'Select All' and 'Unselect All' buttons, followed by a list of course materials with checkboxes: Content Areas, Home Page, Getting Started, Week 1: People, Week 2: History, Adaptive Release Rules for Content, Announcements, Blogs, Calendar, Contacts, Content Alignments, and Discussion Board.

3. Select the appropriate option: **Copy Course Materials into an Existing Course**
4. In the **Destination Course ID** box, type a course ID for the new course that you wish for your content to be copied into. Make sure that the new course ID is correct. You can **Browse** to select it if you are unsure.
5. Select the course materials that you want to copy over.

 **We recommend that you copy Content Areas only.** Please do not Grade Centre Columns and Settings, Blogs, Journals, Wikis, etc. These types of tools and assignments can easily be set up each year, and are best done so, from anew.

6. In the **File Attachments** section, select the option to copy links to:
 - **Copy links and copies of the content:** Select this option. This will bring across all active course files.

The screenshot shows the 'FILE ATTACHMENTS' section. Under the 'Course Files' heading, there are three radio button options:

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

7. Select the Folder for Content Collection Files, if applicable.
8. **IMPORTANT:** Do not select **Enrolments** to copy the list of users in the course. This would enrol students from

your previous years module, into the current academic session, for a module they are not registered for. Be sure to leave this setting unchecked.

ENROLMENTS

Enrolments

Include Enrolments in the Copy

9. Select **Submit**. You will receive an email to confirm when the copy process has been completed.
10. You may need to reorganise your copied materials in the course to which they have been copied.

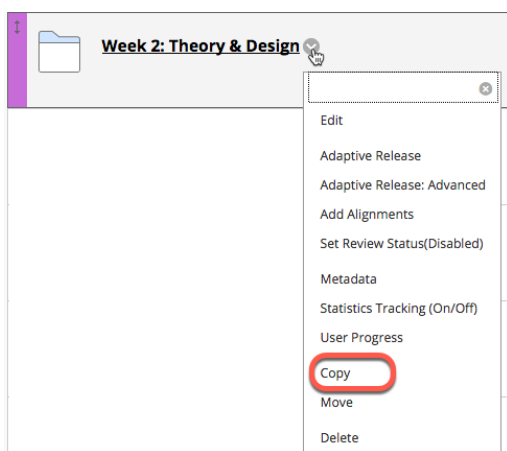
Rename, copy, and move files and folders

You can also copy an individual folder in a Blackboard course to another. You might chose to do this where you only want to copy a single item or folder.



Be sure Edit Mode is ON so that you can access all of the instructor's functions.

1. Locate the file or folder you wish to copy.
2. In the drop down menu, select **Copy or Move**.



3. On the **Copy or Move** page, select the Destination course. This might be the current course, or another on the system that you are an instructor on.



CONTENT INFORMATION

Name Week 2: Theory & Design

DESTINATION

Destination Course

Destination Folder

Create links for items which cannot be copied Yes No

Copy Alignments Yes No

4. Select **Browse** to find a destination folder for the file or folder. In the Browse Course window, navigate to the appropriate folder and select it. Select **Submit**.
5. Select **Submit** again on the Copy or Move page. The copied or moved file or folder appears in the folder selected.

Further information

See the Blackboard help manual

<https://help.blackboard.com/Learn/Instructor>