



Blackboard

How to Copy a Course

Faculty now have the option to copy their course themselves after the shell is created. We want our faculty to have greater control over their own intellectual property and over their course content. We also want you to be able to work on your class as soon as it is populated.

So go to the course you want to copy. Under Control Panel, expand the Packages and Utilities section and click "Course Copy". Click on "Browse" and choose your class listed. You will only be able to see the courses you will be teaching the next semester.

Copy Course

Course Copy can make an exact copy of the Course. Course Copy can also make a copy of some of the materials and create a new Course or add the materials to an existing Course. You must have Manage Permissions on these files in order to make copies of them. [More Help](#)


Cancel Submit

- Select Copy Type**
Select Copy Type
- Select Copy Options**
* Destination Course
Select Course Materials

 Content Areas
 Information

Next, click on “Select All” or choose the options you would like to copy. When in doubt, “Select All”.

2. Select Copy Options

 Destination Course

Select Course Materials

Content Areas

- Information
- Units
- Assessments
- Assignments
- Workshop Resources
- self-assessment

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.

Announcements

Blogs

Calendar

Collaboration Sessions

Contacts

Finally, collect “Submit”.

3. File Attachments

*Click **Calculate Size** to make sure that the package size does not exceed the limit.*

Package Size

4. Enrollments

Copy enrollments for all users in the Course. This option does not copy user records in the Course, such as grades. User records are only copied with Exact Copy.

Enrollments Include Enrollments in the Copy

5. Submit

Click Submit to proceed. Click Cancel to quit.

That’s it. Any questions, please contact Joseph Coates at jcoates@ccsj.edu.