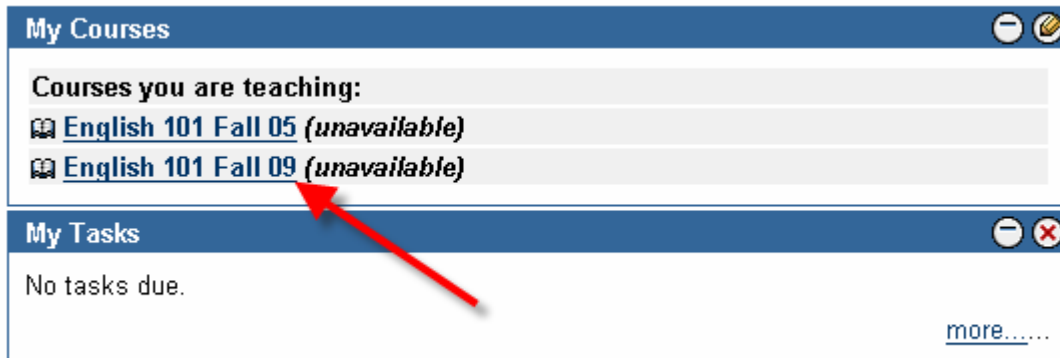


How to Copy Content from One Course into Another Course

You spend so much time developing your Blackboard course and then the next semester you start fresh with a blank course. How can you copy course content from an older course into a new course? You may also be developing early and need to copy content from a 'development' course into your actual course.

In this example an instructor named Alen with a user name of ainstructor has two English 101 courses, one from 05 and one for the upcoming Fall 09 semester. Alen wants to copy the documents that he has in the Course Documents folder in the 05 course, to the Course Documents folder in the 09 course.

1. Alen will go into the course that he wants to copy into to obtain the correct course ID. In this case it is the 09 course.



2. Once in the course Alen will go to the Control Panel.

- Announcements
- Course Information
- Staff Information
- Course Documents
- Assignments
- Communication
- Discussion Board
- External Links
- Tools

Tools

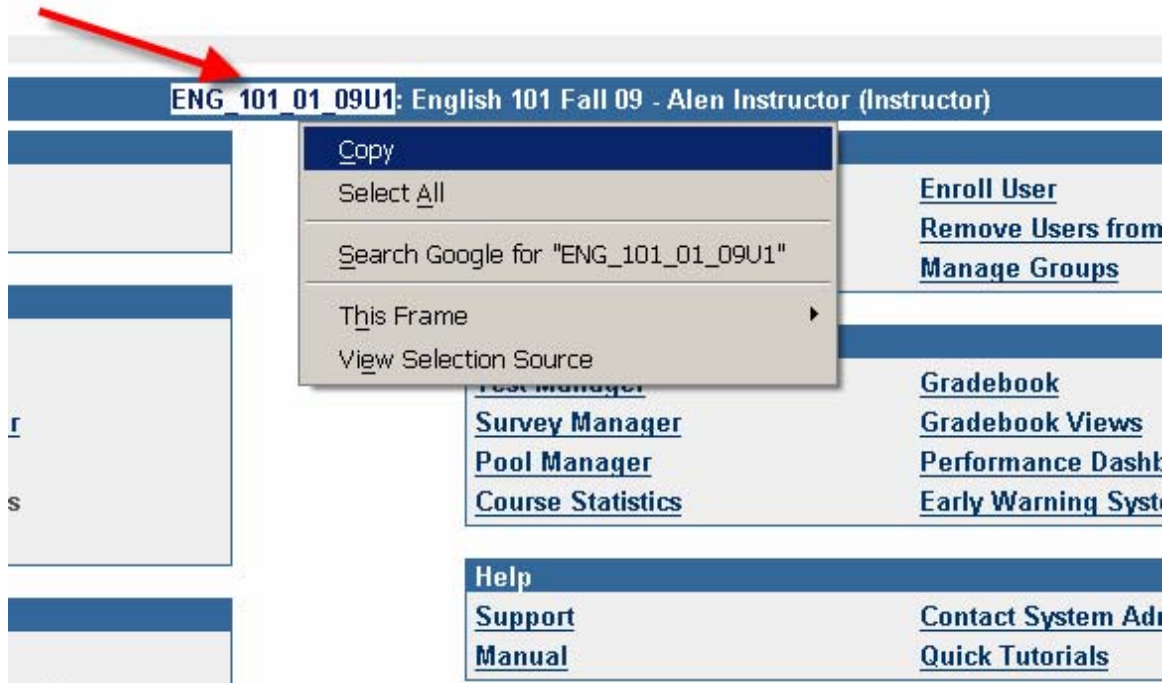
- Communication
- Course Tools
- Course Map
- Control Panel**
- Refresh
- Detail View

ENGLI

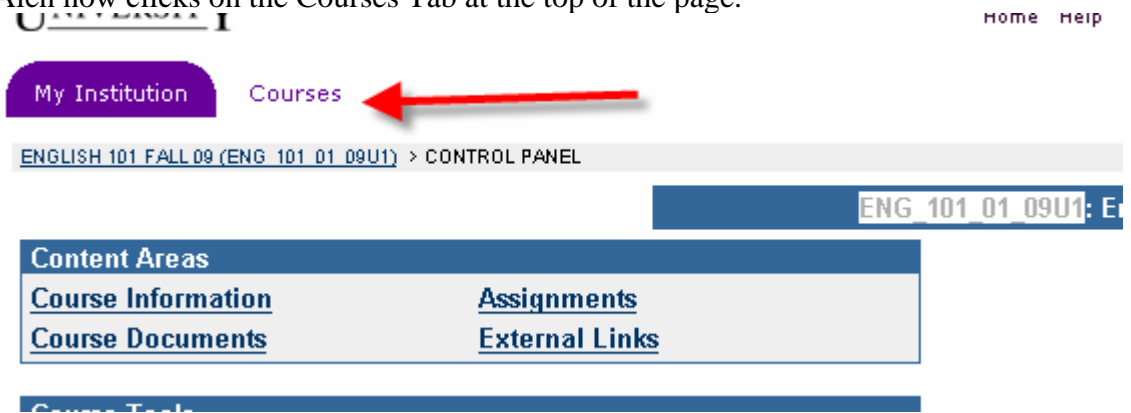
VIEW



- The course ID is listed at the top of the page. Alen highlights it and clicks his right mouse button to copy the text. He could also use the CTRL + C keyboard shortcut to do this. (Alen is careful to only take the course ID and not the semicolon next to it)





- Alen now clicks on the Courses Tab at the top of the page.




5. Now that Alen has copied the course ID of the course that he wants to copy into he has to go into the course that he wants to copy from (the course that has the content that he wants). In this case it is the English 101 course from 05.

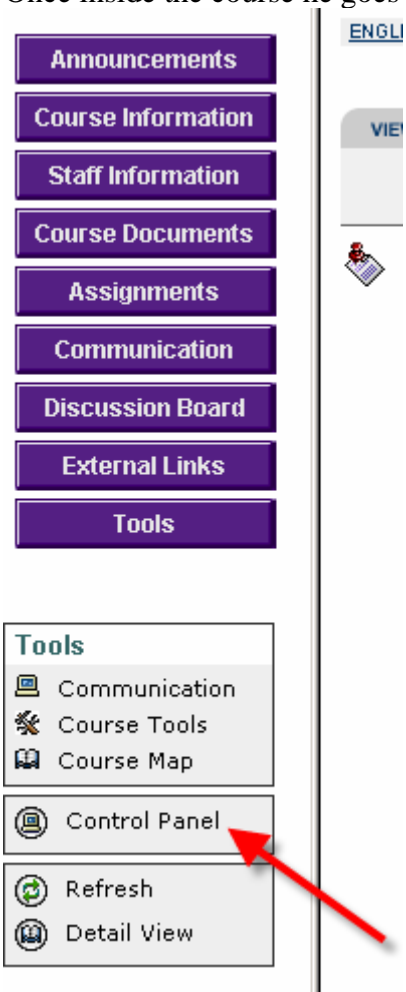
Course List

Courses you are teaching:

-  [English 101 Fall 05](#) (unavailable)
-  [English 101 Fall 09](#) (unavailable)




6. Once inside the course he goes into the Control Panel.









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VIEW



- Announcements
- Course Information
- Staff Information
- Course Documents
- Assignments
- Communication
- Discussion Board
- External Links
- Tools

Tools

-  Communication
-  Course Tools
-  Course Map
-  **Control Panel**
-  Refresh
-  Detail View



7. He then chooses the Course Copy link. (Note: notice we are in the 05 course)

ENGLISH 101 FALL 05 (ENG 101 01 05U1) > CONTROL PANEL

ENG_101_01_05U1: English 101 Fall 05

| Content Areas | |
|------------------------------------|--------------------------------|
| Course Information | Assignments |
| Course Documents | External Links |

| Course Tools | |
|-----------------------------------|-----------------------------------|
| Announcements | Collaboration |
| Course Calendar | Digital Dropbox |
| Staff Information | Glossary Manager |
| Tasks | Messages |
| Send Email | Course Objectives |
| Discussion Board | |

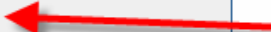
| Course Options | |
|------------------------------------|---|
| Manage Course Menu | Course Copy |
| Course Design | Import Course Cartridge |
| Manage Tools | Import Package |
| Settings | Export Course |
| Recycle Course | Archive Course |

| User Manager |
|---------------------------------|
| List / Modify U |
| Create User |
| Batch Create |

| Assessment |
|--------------------------------|
| Test Manager |
| Survey Manag |
| Pool Manager |
| Course Statist |

| Help |
|-------------------------|
| Support |
| Manual |

Notice this is the 05 course



8. He will now choose the “Copy Course Materials into an Existing Course” link.

ENGLISH 101 FALL 05 (ENG 101 01 05U1) > CONTROL PANEL > COURSE COPY

 **Copy Course**

- ▶ [Copy Course Materials into a New Course](#)
- ▶ [Copy Course Materials into an Existing Course](#)
- ▶ [Copy Course with Users \(Exact Copy\)](#)



9. Allen will now paste the course id into the “Destination Course ID” field.

1 Course Selection

* Destination Course ID

2 Select Course Materials

Content

- Course Information
- Course Documents
- Assignments
- External Links

Adaptive Release rules for content
User criteria will not be captured if Enrollments

Announcements

Context menu options: Undo, Cut, Copy, Paste (selected), Delete, Select All, Add a Keyword for this Search..., This Frame, Spell check this field

10. Since he wants to copy the Course Documents section of the 05 course into the 09 course Alen will check off the Course Documents box, the parent Content box will automatically be checked when he does this.

Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

* Destination Course ID

2 Select Course Materials

Content

- Course Information
- Course Documents
- Assignments
- External Links

11. At the bottom right hand side of the page Alen will hit the Submit button.

- Alen will get a message stating that the course copy has been queued and that he will receive an email when it is complete. Alen can check the 09 course now as there is a good chance that the copy has already taken place. If there is a lot of information to be transferred then it could take longer.

[ENGLISH 101 FALL 05 \(ENG 101 01 05U1\)](#) > [CONTROL PANEL](#) > [COURSE COPY](#) > COPY COURSE MATERIALS INTO AN EXISTING COURSE

Course Copy

This course copy action has been successfully queued. An email will be sent when the process is complete.

Monday, May 19, 2008 5:06:04 PM EDT