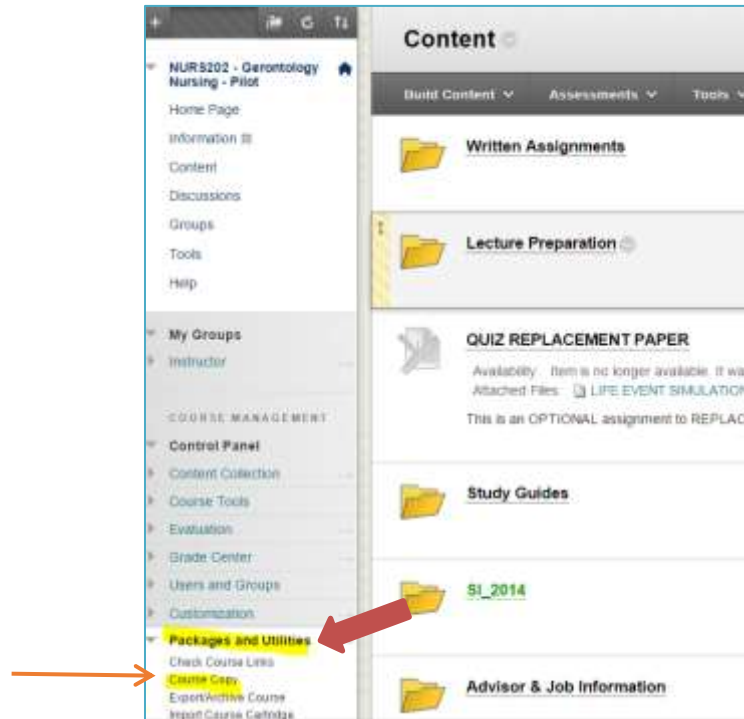


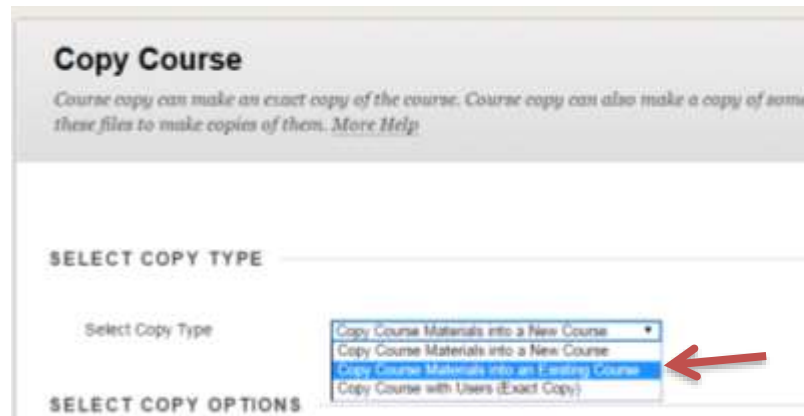
**1. Copy a Course in Blackboard to another Blackboard Course.**

This option is available if you've taught a course in the past and want to use that same course set up when teaching a current course.

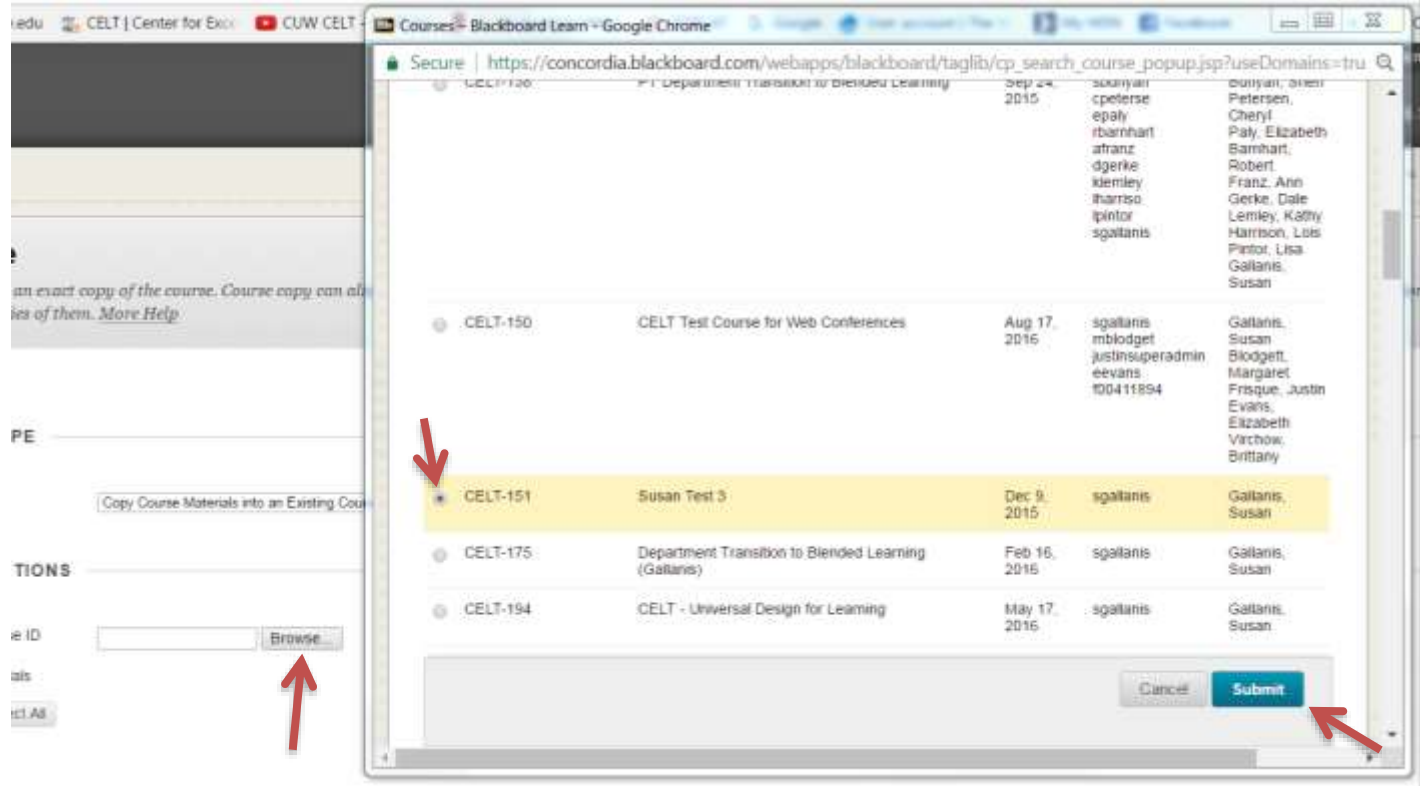
- a. In the course you want to copy from, click on Packages and Utilities. Then click on Course Copy.



- b. Select "Copy Course Materials into an Existing Course". Note: Do NOT copy your course into a New course; copy it into an EXISTING course. (You may not have all of the options shown below.)



- c. Click Browse to find the course you want to copy the materials *into*. A box will pop up with your courses. Click the button on the left to choose the course you want to copy into. Click Submit.



- d. Select the items you want to copy. In most cases, you can click Select All, then uncheck items you *don't* want to copy (example: Announcements). Then click Submit. NOTE: If you are copying discussion boards, there are two options for copying:
- The first option will copy the discussion board AND all of the threads created in that discussion board (even those created by students).
  - The second option will copy ONLY the discussion board (no created threads). This option is most commonly chosen if your discussion prompt is in the forum description or your forum is a “post-first” discussion (students must post their response before reading other responses).

#### SELECT COPY OPTIONS

✦ Destination Course ID

Select Course Materials

Content Areas

- Home Page
- Information
- Content
- Course Evaluation

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

Contacts

Content Alignments

Discussion Board

- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts

Glossary

Grade Center Columns and Settings

See d.i and d.ii regarding copying Discussion Boards.

- e. Under File Attachments, select **option 2** (may be automatically selected).

#### FILE ATTACHMENTS

Course Files

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

- f. Click Submit



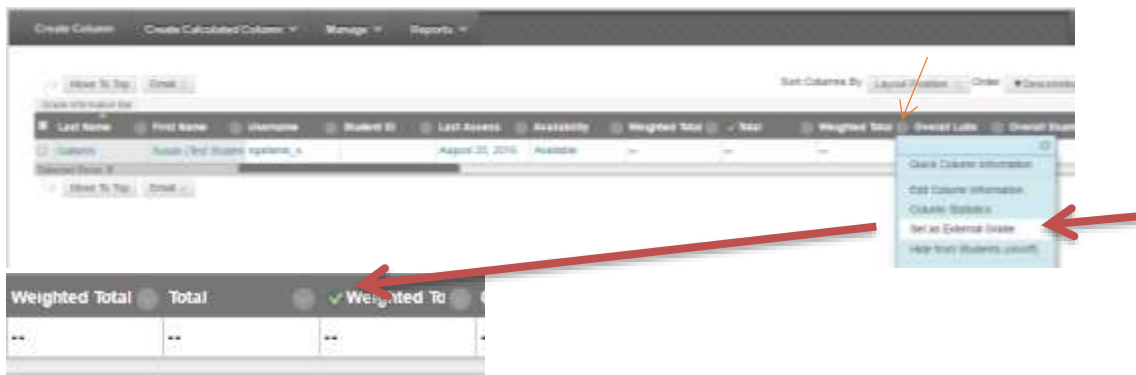
- g. You will receive a message that the copy action is queued (see green below). You will receive an email when the course copy is complete.



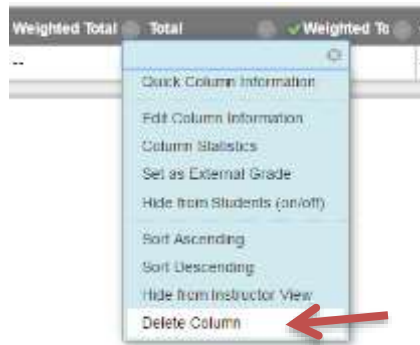
- h. After the copy is complete, check the Full Grade Center for possible duplicate Total or Weighted Total columns. Click on Grade Center, then Full Grade Center. An extra Weighted Total and extra Total columns may be there. The next step explains how to adjust these redundant columns.



- i. First, find the column you will use for the final grade for example, the Weighted Total column for a percentage-based grade center. If there are two of them, determine which column includes the weighting (percentages) copied from your course. Once determined, click on the chevron to the right of the title of that column. Click Set as External Grade. The green check mark will move to this Weighted Total Column.



- j. The remaining Weighted Total and Total columns can be deleted. Click on the chevron to the right of each column and click Delete Column.



- k. NOTE REGARDING RESPONDUS: If the course you copied included tests that used Respondus LockDown Browser or Respondus Monitor, you must go to the Respondus LockDown Browser dashboard in the new course to update the Respondus settings. Once that is done, you will see the message below.

