How to Copy a Course

The Course Copy feature allows you to make a copy from the original course to another course with the same content. It is important to note that Course Copy does not include any user interactions with the course—it only includes the content and the tools. An email is sent to the user once the course is copied.

1. From within Blackboard, click on the course that you want to copy from.
2. Click Packages and Utilities.
3. Select Course Copy.
4. Under Select Copy Type, choose Copy Course Materials into an Existing Course.
5. Under Select Copy Options, browse for the course that you would like to copy to.

6. A window will pop up with a list of courses. Click the circle next to the course.

7. Scroll down to the bottom of the page and click **Submit**.

8. Click **Select All**.
9. Click the circle next to **Copy links and copies of the content (include entire course home folder)**.

10. *Do Not select Enrollments*

11. Click **Submit**.

12. The following message will display in green – indicating that it is in process.

13. Now leave the course and wait for an email from the system to arrive in your Ivy Tech email account. This email will state:

   *The following Course Copy process has completed: Source DEVL101--N1-201120 | Destination ENGL112--N1-201130*

   *The results of the process are shown below.*

   *Operation successful.*

14. You can now enter the course you copied material in.
Tips:

- The Start Here button is where the syllabus and calendar must be placed.
- You will need to remove the duplicated menu buttons by clicking the drop down arrow next to each one and selecting Delete. Start from the bottom of the menu buttons.
- Update your Syllabus for the next semester.
- If you are using Forum Grading, it is best to recreate each Discussion Board that uses the Forum Grade option.
- If there are several anonymous Discussion Board posts, delete them.
- Make sure that every test and assignment works by clicking on them.
- Check each file in the course to ensure that they also open up and work.
- Change the dates on your announcements so that they show up on the correct date in the next semester.