Blackboard Learn 9.1 - Course Copy

IMPORTANT NOTES:

1. **Copy your course before you make changes.** Make changes only in the new course.
2. **Use the Course Copy command only once.** Copy everything, and then edit in the new course.
   a. Selectively copying may duplicate content, or not copy content correctly.
   b. Multiple course copies can make your course too large to function.
3. **Wait to receive the Course Copy process complete email** before doing anything in the course. During high volume periods, the course copy command may take a few hours.

Course Copy Steps

1. Login to Blackboard Learn.
2. On the myLearn page, under Course List, select the **old course** (the course whose content you would like to copy to a new course).
3. In the Navigation Menu, scroll to **Course Management**.
   Under Control Panel, select **Packages and Utilities**, then select **Course Copy**.

4. Under Select Copy Type, the only option is **Copy Course Materials into an Existing Course**.

5. Under Select Copy Options: Destination Course ID, select the **Browse** button to search and select the Destination Course ID from the Courses page. Your destination course is the course shell into which you are copying this content. Selecting the **Browse** button will open a pop up window.

6. The Course list opens in a pop up window. On the Courses page, locate the course shell into which you would like to copy your content. See the steps below to narrow down the list by semester and year.

Each semester has a six number semester identifier based on the academic year and the semester.

   a. For the academic year, the first four numbers is the ending year. For example: for 2019-2020, the first four numbers would be 2020.
   
   b. The last two digits identify each semester.
      
      i. 10 is for the Fall semester.
      
      ii. 20 is for the Spring semester.
      
      iii. 30 is for the Summer semester.
      
   c. Example: for the Spring semester for academic year 2019-2020, 202020 is the semester identifier.

7. Navigating the Courses page and locating the receiving course.

   a. Type the semester identifier in the **Search By** field [1].
   
   b. Select **Search** [2].
   
   c. Locate the course to copy into, and select the radio button next to it [3].
   
   d. Click **Submit** [4].

8. Verify that the correct course listed in the **Destination Course ID** is the correct course to receive the copy.

   a. Review the course you are inside. Look at the top of the Navigation Menu to confirm you are copying from the correct course [1].
b. Review the destination course to confirm it is the correct course for the correct semester [2]. It may be necessary to click the cursor in the box and scroll left to right to review the course name and semester identifier.

9. Under Select Course Materials, choose Select All to copy everything [1].
   a. Uncheck Adaptive Release Rules to remove student exceptions created on content [2].
   b. Uncheck Announcements, unless you would like to reuse announcements [3].
   c. Uncheck Attendance to remove the previous semester’s attendance [3].
   d. If a tool is not used, leaving the box checked will not create it in the course. Only uncheck the items above to copy everything correctly.

10. If you use Discussion Boards, select to include starter posts or only the forums.
    a. Starter posts are instructor-created threads (posts) where students reply.
b. Forums are places instructors create for students to create a thread in response to a topic. Each student creates a separate thread (post).

11. Under **File Attachments**: Select **Copy links and copies of the content**.

12. Under **Enrollments**, make sure that **Include Enrollments in the Copy** box is **UNCHECKED**. *[Checking Include Enrollments in the Copy enrolls your prior semester students in your new course.]*

13. Click **Submit**.

14. You will return to the “Packages and Utilities” page, where the following message will be displayed: **Success: Course copy action queued. An email will be sent when the process is complete.**

15. Blackboard will send you an email message to your email address when the course copy is completed. The course copy process varies in how long it takes from a few minutes to a few hours.

16. Once you receive the e-mail notification that the course copy has completed, return to Blackboard to the destination course, and verify that your content has been copied correctly.

   a. When the course is accessed after a course copy, a banner displays at the top of the page. The banner text lists the Source and Destination courses and the process is complete, followed by “To access the detailed log, click here.” To access the log click on the word “here.”

   Source TRN-OL-INSTRUCTORS | Destination TRN-OL-BBTC-INSTRUCTORS-2020-2021 is complete. To access the detailed log, click here.
b. The log file will display on the page. If you have multiple log files, it will be necessary to search your content and grade center for duplicates. Click the log file name to see the copy results.

c. The only important numbers are Fatal Errors and Errors. As long as these both say zero (0), your copy is successful. If you have errors, contact support for assistance.