Blackboard Learn: Course Copy for Instructors

You can only copy materials into a course if you have the role of instructor, teaching assistant (TA), or course builder in the course you are copying from and the destination course.

**Important:** If you meet the criteria below, you should contact one of the CAE’s Instructional Designers to determine the best approach for course copy or you may end up with duplicate grade center assignments:
- Your course is connected to publisher materials which also sync with your Grade Center in Blackboard
- AND
- You also have assignments, tests, quizzes or surveys in the same course which you created in Blackboard
This process varies depending on which publisher you are using.

To Begin, choose one of the following:

**Copy (Multiple) Content Course Materials into another Course (copy on a higher level, less granular):**

Copying course materials into an existing course will add content to a course, but it won't remove existing content. You can only copy materials into a course if you have the role of instructor, teaching assistant, or course builder.

It also allows you to share content across several courses without having to recreate the content in each course.

**How do I copy multiple content items at once?**

To copy multiple content items at once, use the Course Copy tool, which is found in the Packages and Utilities area of the control panel.

1. Enter the Blackboard course that has content you want to copy *from*.
2. In the left side navigation panel under Course Management area, expand the Packages and Utilities section and click Course Copy.

3. Select the option: **Copy Course Materials into an Existing Course**.

4. In the Destination Course ID box click the Browse button to view a list of your courses. 
   - In the popup window that appears, select the appropriate course ID from your list of courses and click Submit.
   - The course ID will populate in the Destination Course ID Box.
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5. Select the course materials that you want to copy over to the existing course.
6. In the File Attachments section, select **Copy links and copies of the content**
7. Click **Submit**.

### Behavior of copied materials

When you copy, the course availability of the source course is applied to the destination course. If the destination course's availability is set to unavailable, but the original course is available, the destination course's availability is changed.

When you copy course materials, these occur:

- **Content**: Course materials, including uploaded files, learning modules, and links are copied. Course information, course documents, assignments, and URLs are optional. *Assignments created inside lesson plans won’t copy properly. Be sure to add your assignments separately so that everything is correct.*
- **Announcements**: All announcements are copied.
- **Tests, Surveys, and Pools**: All tests and surveys, including questions and options for deploying them are copied. All pools are copied.
- **Calendar**: All calendar items are copied to the new course.
- **Dates**: Course item and tool dates don't change.
- **Discussion Board**: Include starter posts for each thread in each forum (anonymously) or include only forums with no started posts in the course copy.
  - **Entire forum** – select this option to copy all posts, settings, etc. — NOT A GOOD CHOICE!
  - **Forum settings only** – select this option (default setting) to copy the forum, its settings, and not any of posts made by students.
- **Grade Center Items and Settings**: Items in the Grade Center and their settings such as type, categories, and display options are copied (must be checked along with **Tests, Surveys and Pools** to copy tests between courses).
- **Group Settings**: Settings include the names of the groups, the settings for tool availability, and the discussion forum names.
- **Contacts**: All contacts are copied.
- **Course Settings**: If selected, these settings are copied:
  - Content Areas
  - Content Tools
  - Course Entry Point
  - Course Design
  - Course Banner
  - Blackboard Tools
- **Links**: Links to parts of a course that aren’t included in the copy will break when the links appear in the destination course. For example, if a link to a test appears in a content area and you choose not to copy tests, the link to the test will break.
• **Content Areas**: Content from content areas appearing on the course menu that have the same name in each course will be added in the same content area. Nothing is removed from the destination course and replaced with content from the source course.

• **Tests, Surveys, and Pools**: You can copy tests between courses if you use *Course Copy*,
  1. you copy *Tests, Surveys and Pools*,
  2. the *Content Area* the test is deployed in, and
  3. the *Grade Center Columns and Settings*.

Note: It is important that all three of the options be selected during the *Course Copy* process.

**Blackboard Help Site:**

- Import Test: (must be .zip file exported from Blackboard or a vendor: Test -> Import Test) [https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Reuse_Questions/Import_or_Export_Tests_Surveys_and_Pools](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Reuse_Questions/Import_or_Export_Tests_Surveys_and_Pools)

**Blackboard Learn: Course Copy vs Course Export/Import**

**Copy vs. Import/Export**: Copying content from one course to another is as effective as import/export, but it streamlines the reuse of content by eliminating a step and some navigation to locate file download and upload.

- **Copy**: preferred method of transferring content from one course to another
- **Export**: This tool should be used when you want to archive a course or course content for a longer period of time or if the course is going to be archived or placed offline to (1.5 year cycle at QCC).
  - **One caveat to this**, when you export/import a course and/or materials, you don’t need to deploy the test in your course.

**Why Course Copy?** Course copy can make a copy of some of the materials or add the materials to an existing course. You must have “manage” permissions on these files to make copies of them.

**Copy Course Materials into an Existing Course**: Copying course materials into an existing course will add content to a course, but it won’t remove existing content. You can only copy materials into a course if you have the role of instructor, teaching assistant (TA), or course builder.

**Best Practices for Recycling & Reusing Content**

- Support for the Export tool will be gradually reduced. You should plan to only use the Export tool to create an archive for your records and then store the package on a flash drive or in cloud-based storage (Box, Google Drive, etc.).
- Keeping those export packages can contribute to course bloat. We recommend that faculty delete packages from the course export page after downloading. Each package counts against the course quota and keeping packages may result in limited space to add additional content to the course.

[https://help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Copy_Courses](https://help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Copy_Courses)