

Using Course Copy in Blackboard 9.1 SP9

The Course Copy function enables instructors to copy content from other courses they are teaching (from BB 9.1 to BB9.1 only). Instructors can select areas, such as Announcements, Discussions, or other content areas to copy from one course to another. Course Copy will add content to a course, but it will **not** remove existing content that you have already created in your new course.

NOTE: You must be listed at an instructor in both courses in order to copy content.

Step 1: Log into the course from which you will be copying the material.

Step 2: Click on the **Packages and Utilities** section of the Control Panel.

Step 3: Click on **Course Copy**.

Step 4: Leave the **Select Copy Type** set to *Copy Course Materials into Existing Course*.

Step 5: Click on the **Browse** button to select the course you want to copy materials into.

Note: The **Browse** button will bring up a new pop-up window, which allows you to select or search for the course. To select the course, just click on the **radio button** to the left of the Course ID, and then click **Submit**.

Step 6: Select all the Course Materials that you would like to copy.

NOTE: If you select Assessments, Assignments, or graded Discussions, then you must also select Grade Center Columns. Likewise, if you select Grade Center Columns, you must select Assessments, Assignments, and Discussions.

Step 7: In most cases, you will leave the **Include Enrollments in the Copy** check box unchecked.

Step 8: When finished, click the **Submit** button.

NOTE: *DO NOT* use the Course Copy feature if moving content from a previous version of Blackboard, such as Blackboard 7 to a Blackboard 9.1 Course Shell. This will cause some of your information to become disabled. In this case, please follow the instructions to Export/Import course content.