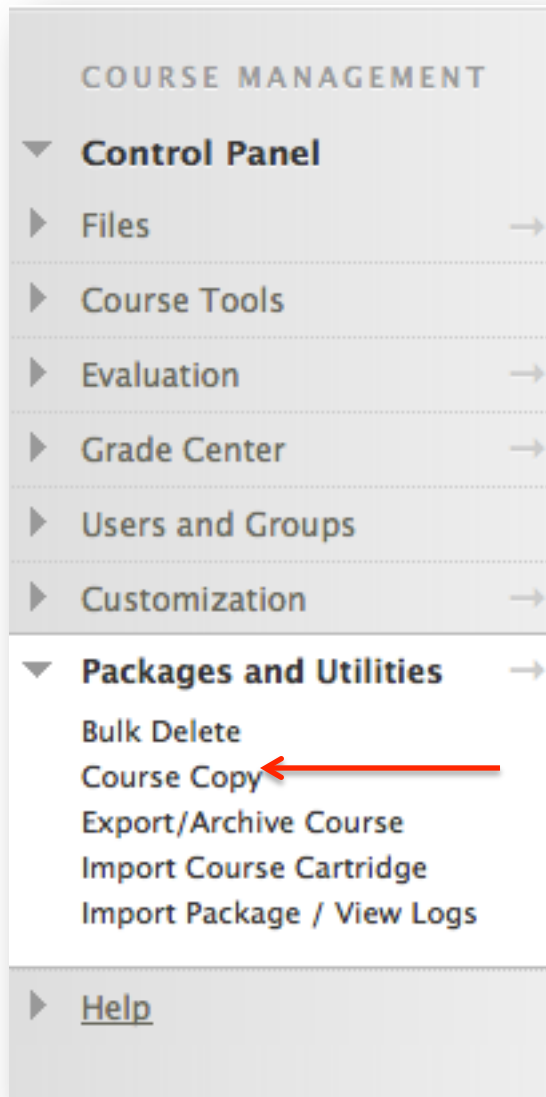


## Using Course Copy in Blackboard 9.1 SP9

The Course Copy function enables instructors to copy content from other courses they are teaching. 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:** Go to the course you want to copy content from.

**Step 2:** Under the **Control Panel**, click on **Packages and Utilities**.

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

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

**1. Select Copy Type**

Select Copy Type

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

**2. Select Copy Options**

\* Destination Course ID

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**.

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input checked="" type="radio"/> 0117124113L	Ready, Set, Click!-Spring 2012	Jan 18, 2012	stomas dianer	Thomas, Susan Richmond, Diane

**Step 6:** Click in each **check box** for the areas you wish to copy from one course to the other.

Select Course Materials

Select All Unselect All

- Content Areas
  - Information
  - Prelims...preliminary activities to start off right
  - Ready... getting ready to teach online
  - Set...setting up a course for online delivery
  - Click...clicking with new teaching tools
  - Wrapping Up...wrapping all the concepts together
  - Journals
  - Videos
  - Questions Please
  - Blackboard How-to Resources
  - Technical Tips & Getting Help at Truman
- 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
  - Collaboration Sessions
  - Contacts
  - Content Alignments

**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.

#### 4. Enrollments

*Copy enrollments for all users in the Course. This option does not copy user records in the Course, such as grades. User records are only copied with Exact Copy.*

Enrollments

Include Enrollments in the Copy

**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.