Copying Courses in Blackboard Learn
A Step-By-Step Guide for Faculty

At a Glance

This guide will outline the steps for copying a course in Blackboard Learn™. This only applies to courses that already exist in Blackboard Learn. This does not address importing a Blackboard CE8 course backup.

Step #1: Clear Content in the New Course Shell

Every new course shell contains generic content from the course template. This content must be cleared before copying content from an existing course. The following steps will perform this task:

1. Open the course shell for the new semester (ex: Spring 2011).
2. Perform a Bulk Delete…
    a. Locate the **Control Panel** and click *Packages and Utilities > Bulk Delete*.
    b. Place a checkmark by each item and type *Delete* in the **Confirmation** box.
    c. Click *Submit* to delete the content from the course.
3. Clear the Course Banner…
    a. Locate the **Control Panel** and click *Customization > Style*.
    b. Scroll down to Section 5.
    c. Check *Delete this banner* and click *Submit*.
4. Clear All Files and Folders Contained in the File Manager…
    a. Locate the **Control Panel** and click *Files*.
    b. Scroll to the bottom of the file list and click *Show All*.
    c. Scroll back to the top of the file list and place a checkmark by each file and folder.
    d. Click the *Delete* button.
5. Click *Home* to return to your course list in Blackboard Learn.

Step #2: Copy the Existing Course to the New Course Shell

Once the new course shell has been cleared, you are ready to copy content from the existing course to the new course shell. The following steps will perform this task:

1. Open the existing course from the previous semester (ex: Fall 2010).
2. Locate the **Control Panel** and click *Packages and Utilities > Course Copy*.
3. Verify *"Copy Course Materials into an Existing Course"* is selected for **Select Copy Type**.
4. For the **Destination Course ID**: Click the *Browse* button, select the course shell for the new semester, and click *Submit* (Hint: This is the course you cleared in Step #1).
5. Place a checkmark by each item under *Select Course Materials*.
6. Verify that *Include Enrollments in the Copy* is **NOT** checked in Section 4.
7. Click *Submit* to start the course copy procedure.

After clicking *Submit,* a green message bar will be displayed at the top of the screen indicating that you will receive an email from the Blackboard Administrator when the course copy is complete.

Exit Blackboard and wait for the email. The time required to copy the course will depend on the amount of content. This may take from a few minutes to an hour or longer. Once the completion email is received, log into Blackboard Learn, open the new course, and verify the following:

- The course banner contains the correct information.
- The syllabus is updated.
- Dates associated with assignments, tests, etc. are correct.

Additional Assistance

For additional assistance, see the *Blackboard Learn Basics* guide as well as other resources on the faculty tutorial site at http://www.fhu.edu/tutorials/faculty. Faculty may also receive assistance by contacting the Center for Instructional Technology at http://helpdesk.fhu.edu or by phone at 731-989-6333.