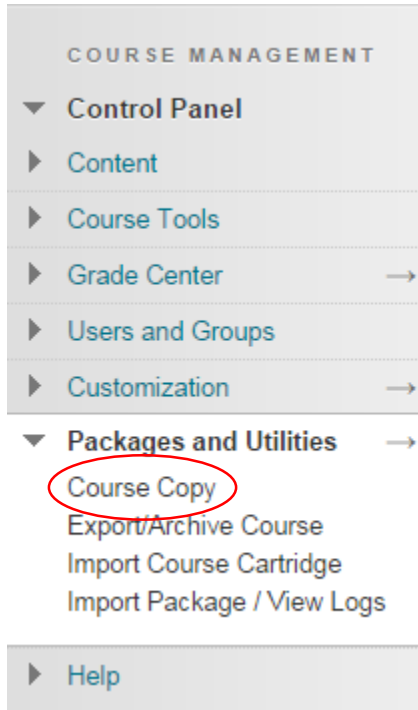


## Copying Courses within Blackboard

1. After activating the new course space that you want to copy into.
2. **Access the course to be copied** – (not your newly activated courses.) This is the course containing the content you want to copy.
  1. If you are copying content from spring 2014 to spring 2015 you will want to **start with the 2014** course space.
3. Select Control Panel>Packages and Utilities>Course Copy



4. Select option "Copy Course Materials into an Existing Course"
5. Enter the course ID or browse for the course you have activated and are copying into.
6. Select all Content Areas.

## SELECT COPY TYPE

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Select Copy Type

Copy Course Materials into an Existing Course ▾

## SELECT COPY OPTIONS

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\* Destination Course ID

Browse...

Select Course Materials

Select All Unselect All

- Content Areas
  - Home
  - Course Dashboard
  - Lesson Modules
  - Course Schedule\_2\_GL
  - Assessments
  - Lessons Page Test
  - Course Information
  - Learning Modules
  - Content Area Sandbox
  - Assignments
  - Home
  - Syllabus
  - Sample Tools
  - TOC Test

7. Deselect Announcements and change to select the second option under Discussion Board, which says "Include only the forums with no starter posts". If Availability, Course Guest Access, or Course Observer Access are present and selected, also deselect those items.

Announcements

- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings

Availability

- Banner Image
- Language Pack
- Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

8. Under File Attachments, select "Copy links and copies of the content (include entire course home folder)"

## FILE ATTACHMENTS

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Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

Package Size

Calculate Size

Manage Package Contents

### Click Submit

**Congratulations!** You have now copied course content into your newly activated course and can manage this content in any way you desire. For support visit:

- Online tutorials: [http://elearning.wsu.edu/training\\_resources/tutorials.aspx](http://elearning.wsu.edu/training_resources/tutorials.aspx)
- Workshops and trainings: [http://elearning.wsu.edu/training\\_resources/train\\_workshops.aspx](http://elearning.wsu.edu/training_resources/train_workshops.aspx)
- Technical Support: [wsuonline.support@wsu.edu](mailto:wsuonline.support@wsu.edu) or call 509-335-3557