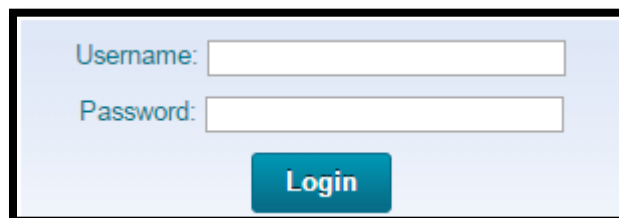




## COPY A COURSE

Save time by copying content from a previous course into a new course.

1. Open a browser (e.g., Firefox, Internet Explorer) to <https://blackboard.pace.edu/>.
2. Enter your Pace credentials and **click Login**.



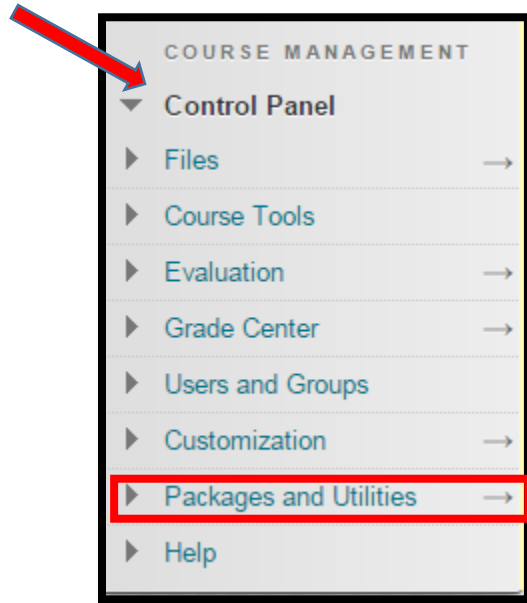
Username:   
Password:   
**Login**

3. Click the, **Courses tab** and click on the appropriate course to copy.





4. In the left-hand panel, under, **COURSE MANAGEMENT**, expand, **Control Panel** by clicking the triangle so that, **Packages and Utilities** is revealed.



5. Expand, **Packages and Utilities** and click **Course Copy**.





6. Leave the default setting for the **SELECT COPY TYPE** drop-down menu.

**SELECT COPY TYPE**

Select Copy Type Copy Course Materials into an Existing Course ▾

7. Under, **SELECT COPY OPTIONS**, click the **Browse** button to select a destination.

**SELECT COPY OPTIONS**

\* Destination Course ID  Browse...

This is the location (course) to which the copied course will be placed.

8. Once the destination course has been identified using the browsing function, click the appropriate radio button and **click, Submit**.

Search by:  Course ID  Instructor  Name/Description

Search

Created in Last:  All Courses  Month  Day

Course ID	Course Name
<input checked="" type="radio"/> <span style="border: 1px solid red; padding: 2px;">academic-tech</span>	Academic Technology

The course name will then appear in the **Destination Course ID** textbox.

**SELECT COPY OPTIONS**

\* Destination Course ID academic-tech  Browse...



9. Select the desired materials (e.g., Home Page, Course Documents) from the list of materials under, **Select Course Materials** by checking the appropriate checkbox(es).

Select Course Materials

Select All Unselect All

Content Areas

- Home Page
- Course Documents
- Test Groups (content area)
- Course Work
- External Links
- Respondus
- Assignments

10. In the, **FILE ATTACHMENTS** area, select your desired option with the radio button.

**FILE ATTACHMENTS**

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)



11. In the, **ENROLLMENTS** area, leave the enrollments checkbox **unchecked** by default.

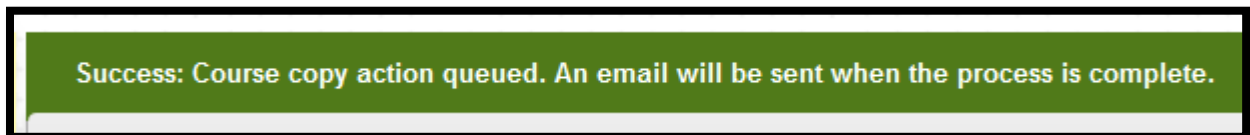
**ENROLLMENTS**

*Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades.*

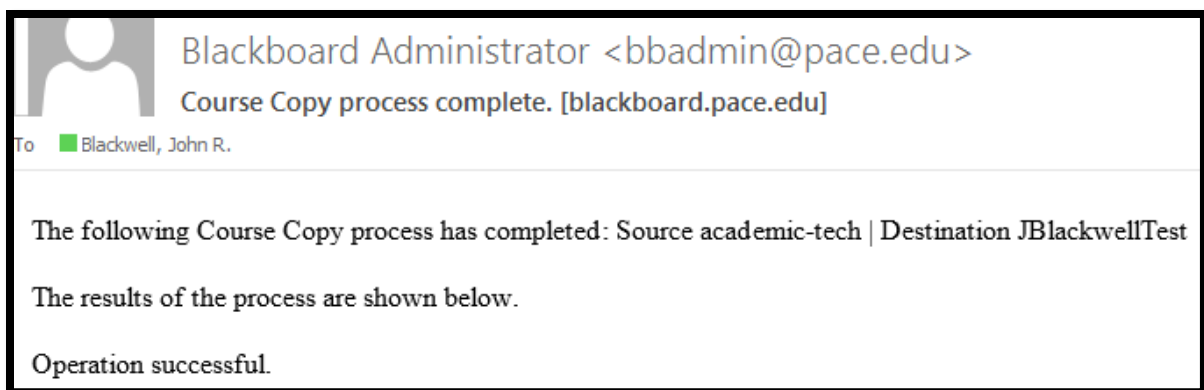
Enrollments  Include Enrollments in the Copy

12. After selecting the desired options, click the **Submit** button at the bottom-right.

13. At this point, you will see the following:



14. You will then receive an email notice of completion.



15. Finally, you should go into your new course to ensure the content has been loaded.



**My Notes:**