COPYING A
BLACKBOARD COURSE
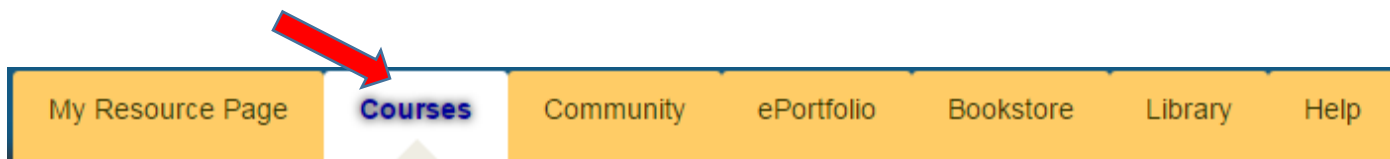
Save time by copying content from a previous course into a new course.

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.

| My Resource Page | Courses | Community | ePortfolio | Bookstore | Library | Help |

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914 773-3664 (Office)

4. In the left-hand panel, under, **"COURSE MANAGEMENT"**, expand, **"Control Panel"** by clicking the triangle so that, **"Packages and Utilities"** is revealed.
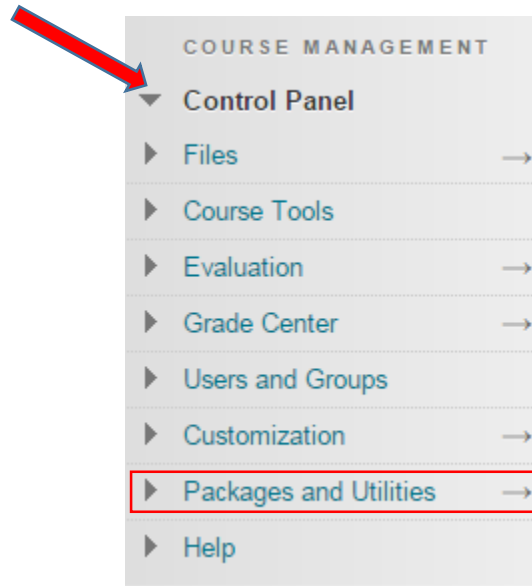
5. Expand, **"Packages and Utilities"** to reveal, **"Course Copy"**.

6. **Click on, "Course Copy"** to open the, **"Copy Course"** options window.

7. 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 ▼

8. 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.

9. 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
⦿ academic-tech	Academic Technology

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

SELECT COPY OPTIONS

✳ Destination Course ID   [academic-tech   ] Browse...

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10. 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

11. 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 recom More Help for additional information.
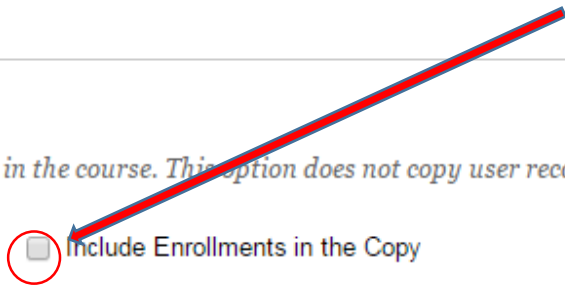
Course Files
　○ Copy links to Course Files
　◉ Copy links and copies of the content
　○ Copy links and copies of the content (include entire course home folder)

12. 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

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

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

> Success: Course copy action queued. An email will be sent when the process is complete.

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

Blackboard Administrator <bbadmin@pace.edu>
Course Copy process complete. [blackboard.pace.edu]

To   Blackwell, John R.

The following Course Copy process has completed: Source academic-tech | Destination JBlackwellTest

The results of the process are shown below.

Operation successful.

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

My Notes:

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