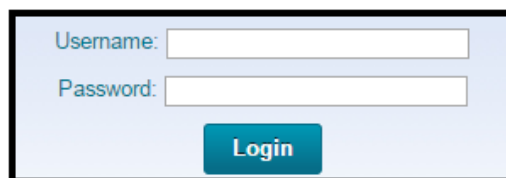


# TUTORIAL

## COPYING BLACKBOARD COURSE CONTENT

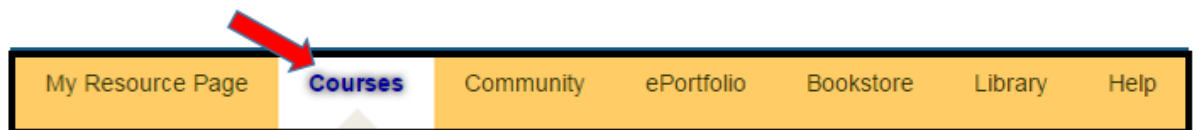
Save time by copying content from one course into another course or shell.

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

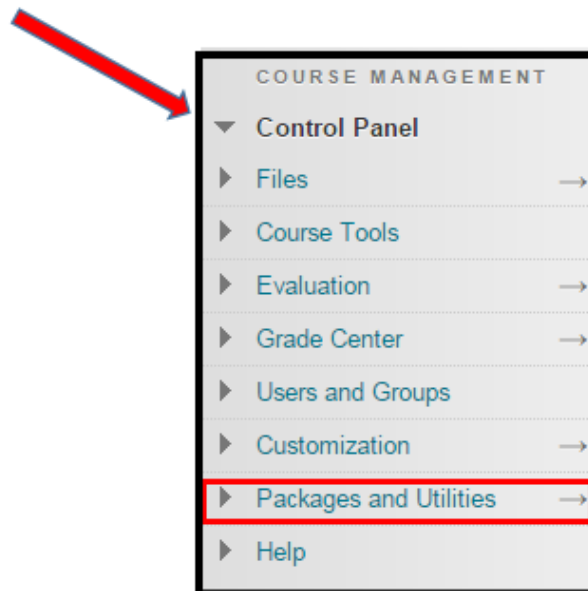


A screenshot of the Blackboard login form. It features two input fields: 'Username:' and 'Password:'. Below these fields is a blue button labeled 'Login'.

3. Click the, **Courses** tab and click on the appropriate (source) 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.



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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.

A screenshot of a form titled 'SELECT COPY TYPE'. On the left, the text 'Select Copy Type' is displayed. On the right, there is a dropdown menu with the selected option 'Copy Course Materials into an Existing Course'.

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

A screenshot of a form titled 'SELECT COPY OPTIONS'. It features a label '\* Destination Course ID' followed by an empty input field and a 'Browse...' button. A red arrow points to the 'Browse...' button.

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

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

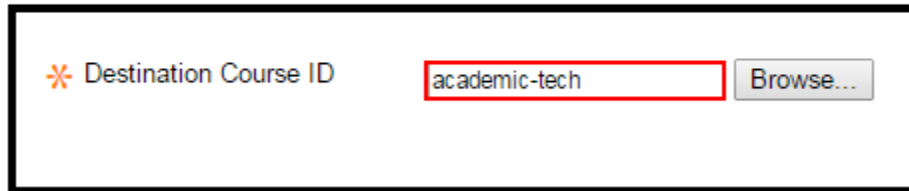
A screenshot of a search interface. The top section contains search criteria: 'Search by: Course ID, Instructor, Name/Description' and 'Created in Last: All Courses, Month, Day'. The bottom section shows a table of search results with 'academic-tech' selected.

Course ID	Course Name
<input checked="" type="radio"/> academic-tech	Academic Technology

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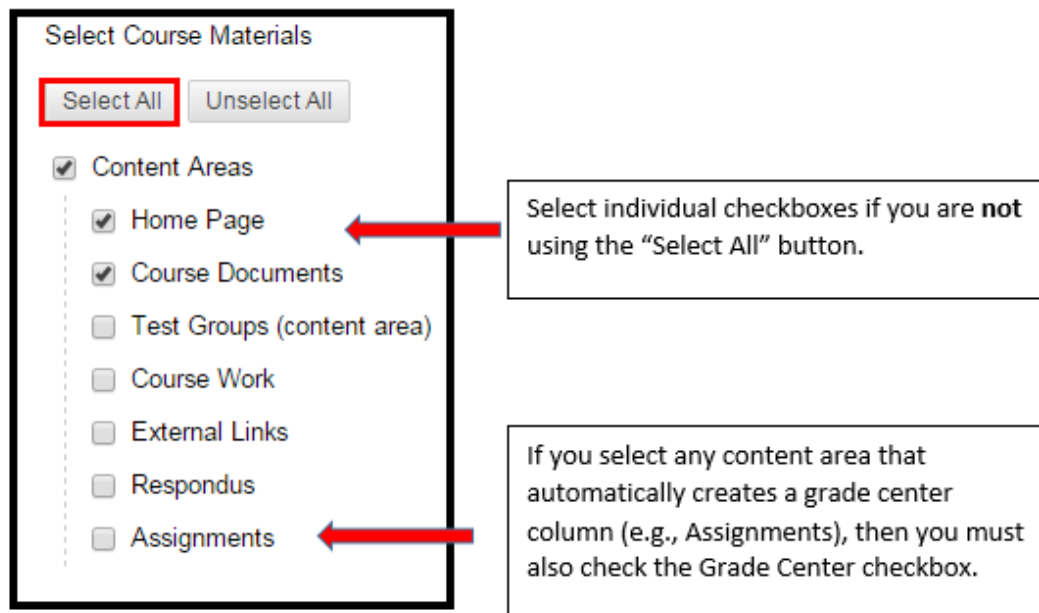
The course name will then appear in the, **Destination Course ID** textbox.

### SELECT COPY OPTIONS



✘ Destination Course ID

10. In the, **Select Course Materials** area, normally the, **Select All** option is chosen. However, if only specific content areas are desired (e.g., **Home Page, Course Documents**), check the appropriate checkbox(es).



Select Course Materials

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

Select individual checkboxes if you are **not** using the "Select All" button.

If you select any content area that automatically creates a grade center column (e.g., Assignments), then you must also check the Grade Center checkbox.

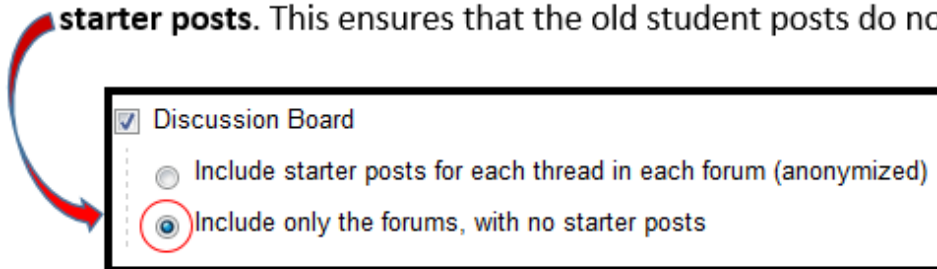
**NOTE:** All graded items are linked to the Grade Center. Check the Grade Center checkbox if you select graded items to ensure the link is maintained.

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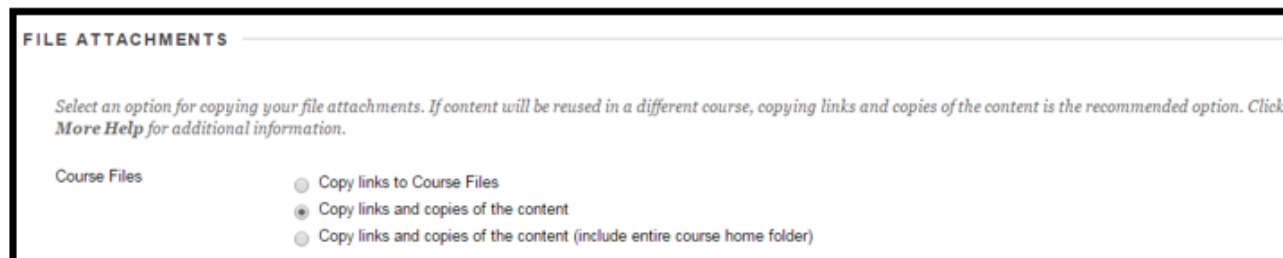
Note: If you are selecting a content area that has the same name of a content area in the destination course, then the content will be copied into that content area. However, if the destination course does not have a content area with the same name as the content area that is being copied, then a new content area (button) will be created at the bottom of the list of content areas (buttons).

Note: If you are selecting any content area (e.g., **Assignments, Tests, Discussion Board** that is graded) that includes a Blackboard-generated column in the Grade Center, then the Grade Center must also be selected.

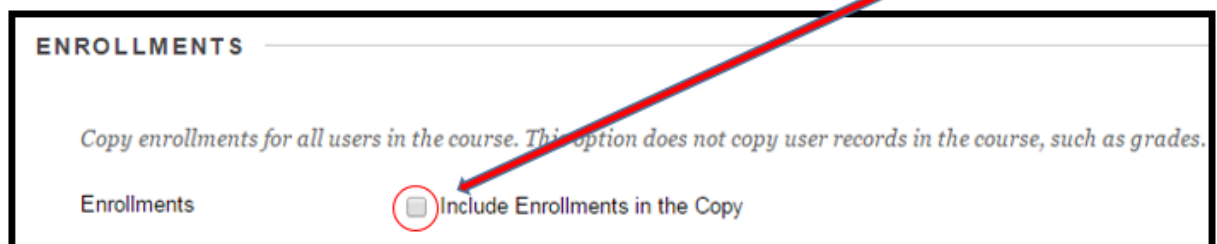
11. If the, **Discussion Board** is selected, then also select the second option, **with no starter posts**. This ensures that the old student posts do not get copied.



12. In the, "FILE ATTACHMENTS" area, select your desired option with the radio button.



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



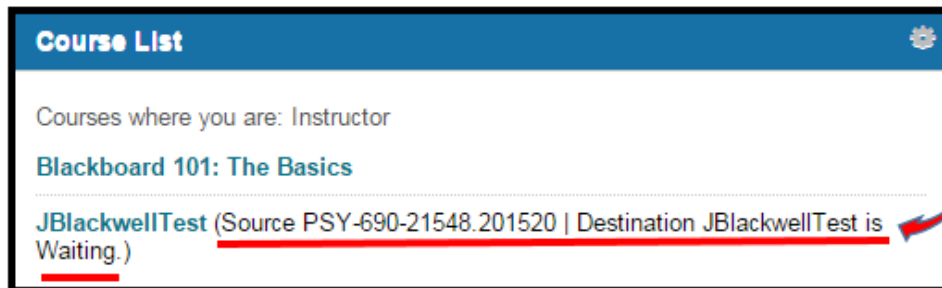
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14. After selecting the desired options, click the, **Submit** button at the bottom-right.

15. You will see the following notice indicating that the process has been started:

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

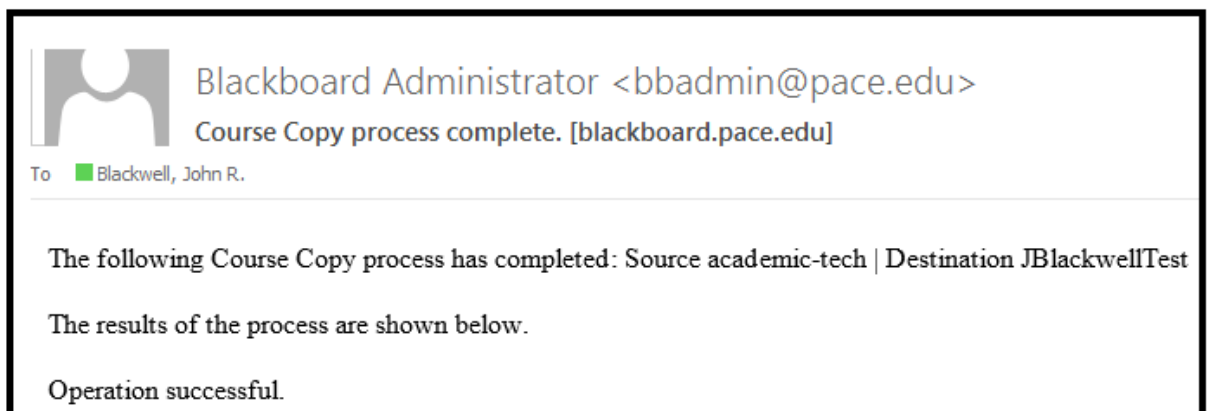
If you go into your list of courses, the destination course will show a notification that it is waiting for the process to complete.



The screenshot shows a 'Course List' interface. Under the heading 'Courses where you are: Instructor', there is a course titled 'Blackboard 101: The Basics'. Below this, a specific course entry is highlighted with a red underline: 'JBlackwellTest (Source PSY-690-21548.201520 | Destination JBlackwellTest is Waiting.)'. A red arrow points from the text above to this entry.

**NOTE:** The process will take a few minutes, depending on the amount of content that is copied. You will know that the process is complete when the above notice is no longer present when refreshing the page with the course list.

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



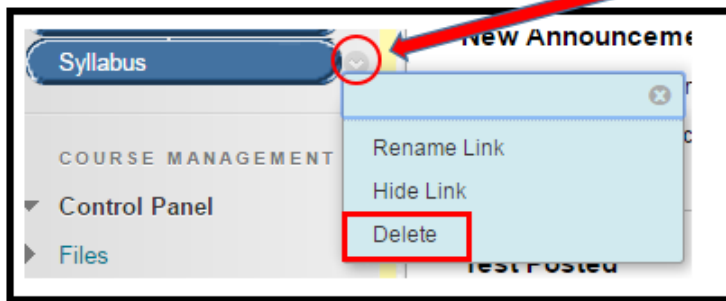
The screenshot shows an email notification from 'Blackboard Administrator <badmin@pace.edu>'. The subject is 'Course Copy process complete. [blackboard.pace.edu]'. The recipient is 'Blackwell, John R.'. The body of the email states: 'The following Course Copy process has completed: Source academic-tech | Destination JBlackwellTest. The results of the process are shown below. Operation successful.'

**NOTE:** Please wait for the email notification before accessing the destination course.

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17. Finally, you should go into your new course to:
- ensure the content has been loaded.
  - delete any unnecessary buttons. The destination course may have buttons that are not needed. One original set is from the destination course and a second set is from the copied content from the source course. The copied buttons from the source course will be underneath the destination course's buttons.

To delete a button (content area), click the contextual arrow to the right of the content area button to reveal, "Delete".



Note: Remember that if you are selecting a content area that has the same name of a content area in the destination course, then the content will be copied into that content area. However, if the destination course does not have a content area with the same name as the content area that is being copied, then a new content area (button) will be created at the bottom of the list of content areas (buttons).