

The Course Copy Process in Blackboard

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Should I copy my own course?

As an instructor in a Blackboard course, you have the ability to copy course materials from one Blackboard course into another by using the **Course Copy** tool located in the *Packages and Utilities* section of the *Control Panel*.

However, some campuses prefer to have their local Director of Educational Technology (Ed Tech) or Instructional Design and Educational Technology Campus Lead Coordinator (IDETCLC) perform the course copies for ALL faculty. If your local Ed Tech staff have communicated to faculty that they prefer to do the course copying, please be sure to give them the following information:

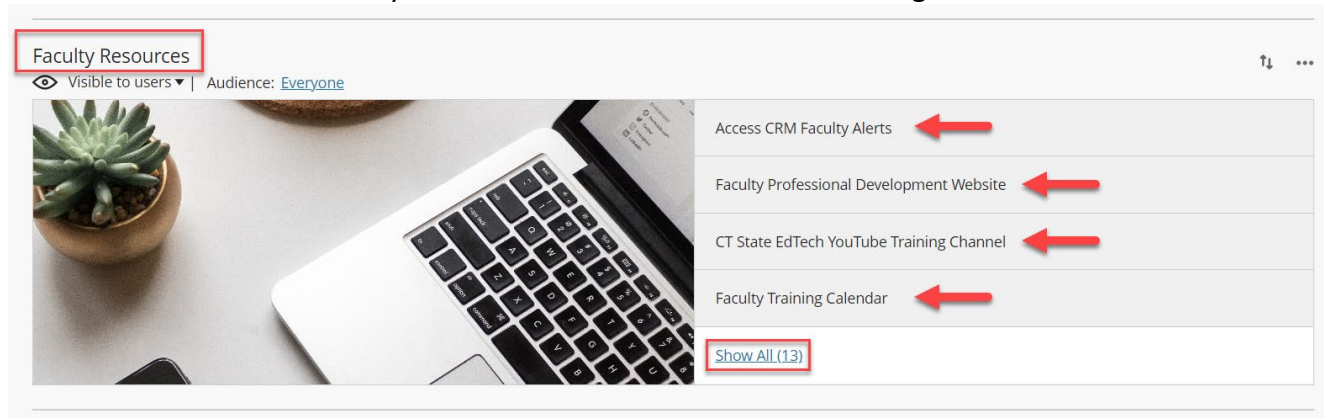
- **CRN number** and **Term** of the course you wish to copy FROM (i.e., the “source” course).
 - You **MUST** include the term because they cannot just assume that the source course you want to copy is from the last academic term; many instructors copy from sections from previous terms.
- **CRN number** of the “target” course in the upcoming term that you wish to copy TO.

All faculty are welcome to contact their local Ed Tech staff if they have questions or run into difficulties. You can find your Blackboard Ed Tech contact by going to this page and clicking your college name:

https://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=cscu&article_id=1912-1469459.

What is the Course Copy Process?

- Visit this YouTube playlist, <https://www.youtube.com/playlist?list=PLmAFsK4a4rSyfVIBgohLlozGJTLzsmXQ>, where you can watch a video on the course copy process and how to clean up your course menu after copying.
- In the text description for the video, you will also find a link to this document.
- You can also find these resources, along with other resource information, by clicking on any of the links in the “Faculty Resources” section of the Institution Page.



Starting Fresh: What if you want to design your course “from scratch” in Bb Learn?

If you’re not planning on copying in content from an existing course at all (i.e., you’re going to design your new term’s courses “from scratch”), you can simply begin building your course right in any of the course sections that include the current term in the course name. Just look for the courses that have the name of the current term in their title and you can open them up and begin adding content into the course shell.

Here’s the best part: You don’t need to read the rest of this document! Contact your local Ed Tech staff and tell them that you want to begin designing your course—they can point you to several relevant, “just in time” resources to help you get started.

Understanding the Course Copy Process in Blackboard Learn

“Source course” and “Destination course”:

- To begin the copy process, from your *Course List* on the *My Institution* page, you will click the link to enter a course that contains content you wish to copy into *another* course. This is your “**source**” course.
- From inside your “source” course, you will browse to and select your “**destination**” course,
- i.e., the course section that you wish to copy content *into*.

Example:

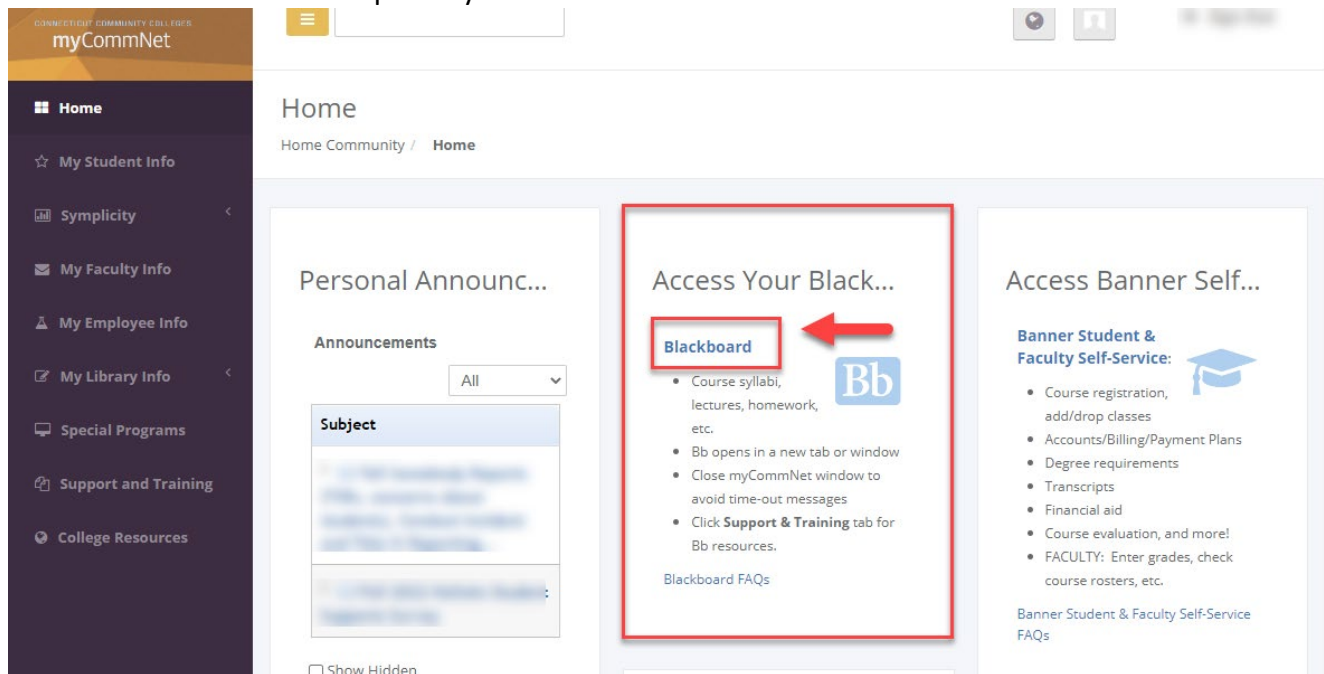
Let's say that you want to copy content from a Spring 2022 course into a Fall 2022 course. You would begin by clicking into the Spring 2022 course (your "source" course) and *from within that course*, you browse to and select the Fall 2022 course section into which you want to copy the course content (your "destination" or "target" course).

The instructions below will walk you through this process.

The Course Copy Process

Step I: Log into Blackboard Learn

1. Log into myCommNet <http://my.commnet.edu> using your NetID and Password.
2. Click the Blackboard link in the "Access Your Blackboard..." channel at the top of the browser window:
3. Blackboard will open in your browser in a new tab or window.



Step II: Find the course you are copying from) in the *Courses* list

1. **Look for the course you want to copy content FROM (your "source course"):** The term name is included as part of the Course Name. *These course shells are automatically be updated with your student enrollments.* Examples:

Spring 2022 - MCC



11154.122102

PRFD-B5120-11154-Spring2022-Online
Pedagogy - Sect 2

[Multiple Instructors](#)



2. You will begin the copy process from within the course that contains the most current content.

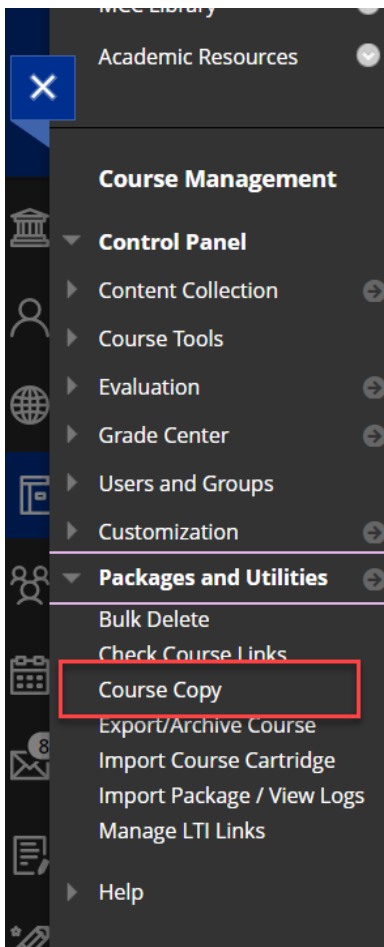
Step VI: Copy content from your “source” course to your “destination” course

Note: There is no “reset” back to a blank course option, so BE CAREFUL! If you accidentally copy content into the wrong “destination” course shell, your Ed Tech staff will have to go through several steps to fix an error! You won’t be able to fix it yourself.

Content from the course being copied is MERGED with (or added to) the content in your new term’s course shell, it does not OVERWRITE it.

FOLLOW EACH STEP CAREFULLY:

1. From the **Courses** list, click the title link to go into your first “source” course--i.e., a course that contains the most up to date content that you wish to copy INTO one of the courses you’re teaching in a new or future term.
2. Scroll down to the **Control Panel** and click on the **Packages and Utilities** option to expand the options, then click **Course Copy**.



3. Under “Select Copy Type” be sure that **Copy Course Materials into an Existing Course** is selected.

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to on these files to make copies of them. [More Help](#)

SELECT COPY TYPE

Select Copy Type

- Copy Course Materials into an Existing Course
- Copy Course Materials into a New Course
- Copy Course Materials into an Existing Course**
- Copy Course with Users (Exact Copy)

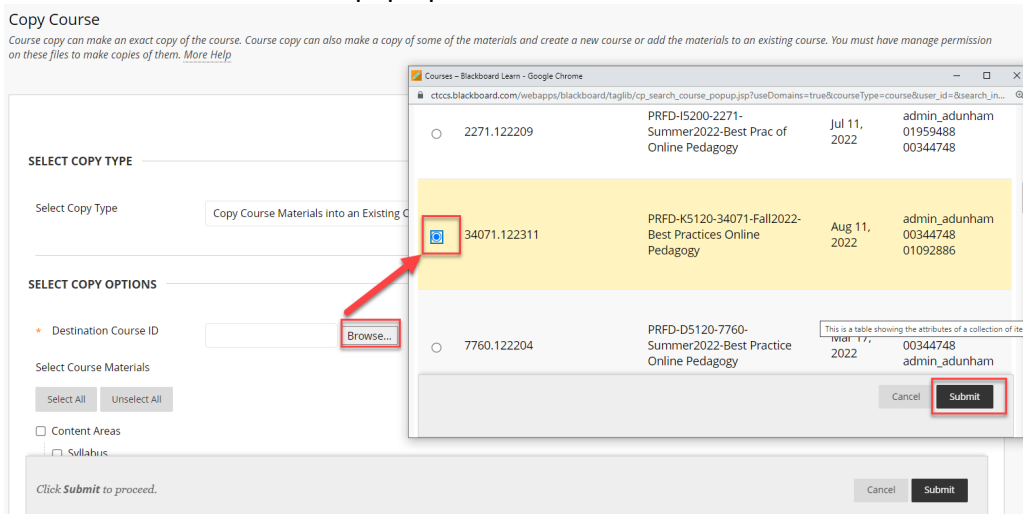
SELECT COPY OPTIONS

* Destination Course ID

Select Course Materials

Originally developed by Tobi Krutt tkrutt@commnet.edu CSCU System Office. Revised by Adrienne Dunham CT State Teaching & Learning Office 9/19/22.

4. Click the **Browse** button.
5. From the “Courses” window that opens, click the small round “radio button” in front of the “destination” **COURSE ID** (which you noted earlier when reviewing your courses) - that is, the course THAT YOU WANT TO COPY CONTENT INTO (as shown below).
6. Scroll to the bottom of the pop-up window and click the **Submit** button.



7. **ALWAYS** click the “**Select All**” button –do NOT click individual checkboxes. This way you know that ALL tools and that you are currently using in your “source” course will be copied.

Important Note: Many faculty think that they need to individually click the checkboxes to select only the tools they are using in Blackboard, instead of **Select All**. But this is NOT the case! ONLY the tools you are using in your course will copy into the new section.

- a. **Discussions:** If you do NOT always post an “initial thread” in each of your discussion forums, then you should select the second radio button (*include only forums, with no starter posts*), as shown below:

Select Course Materials

- Content Areas
 - Syllabus
 - Course Content
 - MCC Library
 - Academic Resources

- Adaptive Release Rules for Content
 - User criteria will not be captured if enrollments are not included.*
 - Assignment submissions will not be captured if the Grade Center columns and settings are not included.*

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

- Glossary

8. **Content Areas:** As shown in the video, you can *DESELECT* any Content Areas that are part of your college template (such as Technical Support or Academic Support content areas). Otherwise they will be duplicated in the course you are copying too and you'll have to delete them.

- Content Areas
 - Syllabus
 - Course Content
 - MCC Library ←
 - Academic Resources ←

9. **Announcements:** As discussed in the video, decide whether you want to copy over your *Announcements* or not. If you think you can re-use them, then do so. You can use the *Date Management* tool to update all of the release dates.
10. **ALWAYS be sure that “Grade Center” is selected.** This is one of the most common mistakes that faculty make. If “Grade Center” is not selected, Assignments will not copy to your destination course, and no Tests will be deployed in the destination course.

- Glossary
- Grade Center Columns and Settings
- Group Settings

11. Scroll down—be sure that the “Copy links and copies of the content” option is selected.

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)

12. NEVER click the checkbox to bring over Enrollments.

ENROLLMENTS

Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

Enrollments

- Include Enrollments in the Copy **Do NOT check this checkbox**

13. **Click ONLY ONCE** on the **Submit** button. (Double-clicking it can cause duplicate content in the destination course!)

Click **Submit** to proceed.

Cancel

Submit



If you make a mistake and realize that you selected the wrong course as your destination course, **STOP!** Contact your local Ed Tech staff. He/she will tell you how to rectify the error.

14. After you have completed the copy process, click the **Institution Page**. You will see your **Courses** list again.

You're not done yet!! After Your Course Is Copied...

Critical Things to Check

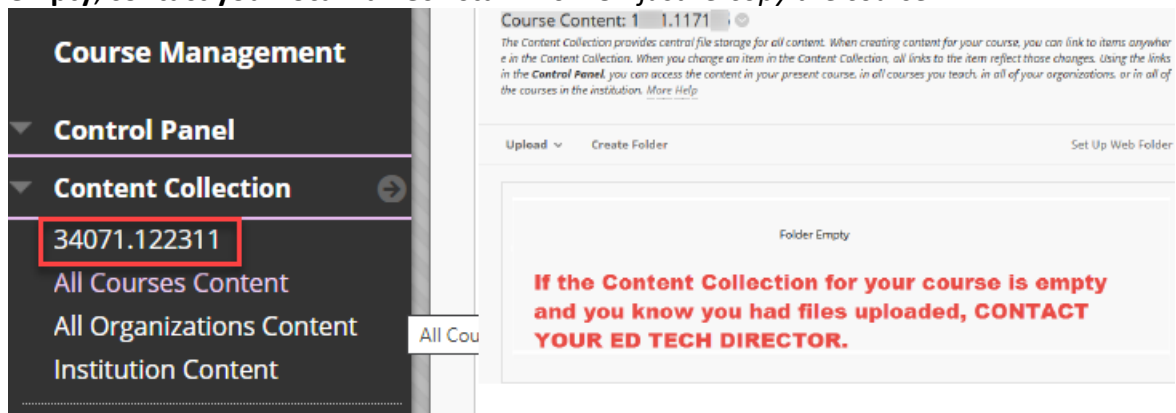
Now it's time to go into the new term's "destination course" and make sure that your content has copied in successfully! **HOWEVER, please note:**

- **COURSE COPYING CAN TAKE HOURS—sometimes 6 hours or more!** The course copy process time varies tremendously depending upon:
 - **How close it is to the semester start date.** The 3-4 weeks prior to semester start there is a tremendous amount of copying going on by faculty from all 12 community colleges (we are all on ONE Blackboard system!).
 - **How much content you have in your course.** You can enter your destination course in Bb Learn even while the course copy process is going on so you may not realize that the course copy has not yet completed.
- **Even if you receive an email¹ saying that the course copy process is in the queue or is complete, this may not be the case!**
- 1. **UNDER NO CIRCUMSTANCES SHOULD YOU RE-COPY THE COURSE again if the copy never displays.** If several hours pass and you still do not see your course content in your target course, contact your local Ed Tech staff.

If you do not know who that is, click this [College Contacts link](#), select your college, and look for the Blackboard contacts.

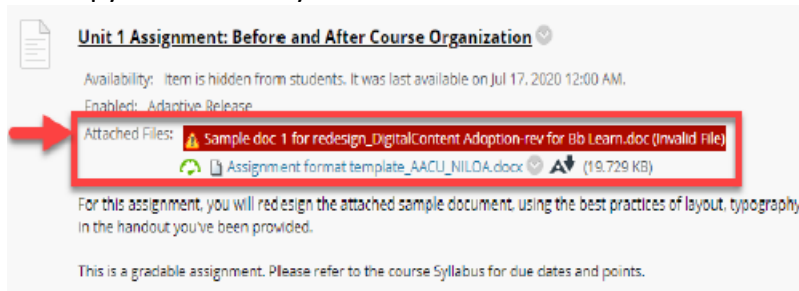
2. Content Collection: Be SURE everything copied over!

- **First - click on the Content Collection** and make sure that your course files are there and COMPARE the files in the copied course to those in the Content Collection of your 'source' course.
- **If you know you have uploaded files into your course and your Content Collection is empty, contact your local Ed Tech staff. Do NOT just re-copy the course.**



- Review [“Steps for Preparing Your Course for the New Semester.”](#)
3. **Invalid File Errors**
 4. Go into your Course Content and look in all folders at uploaded files, as well as any blank pages, items, assignments, or discussions that might have files included as attachments.

5. As you can see in the example below, the instructor had an assignment that included attached files, and one has an “Invalid File” message, indicating that the attachment file did not copy over correctly from the source course.



6. If you only have a couple of these errors, it is probably easier to just edit the assignment (or discussion, item, etc.) in Bb, navigate to the document on your PC, and re-attach it.
7. **If you have many of these errors, ASK YOUR local Ed Tech staff FOR ASSISTANCE.** It may be easier for them to delete the copied section and have you re-copy.
8. **Now you can move on to the next copy from a previous term that needs to be copied into the upcoming term.**