Here are the steps to copy a Blackboard Course site (Watch Video)

How to Copy a Course

As you are developing materials in Blackboard, you will need to copy materials from one course to another at some point. You may wish to copy one of the sites with your first and last name into a five-digit CRN site you will use with students. Or you may wish to copy the previous semester's 5-digit CRN site into a new semester's course to use with students.

When is it safe to copy from my Development site (the site with my First and Last Name) to my live course (the site with a five-digit CRN)?

It is safe to begin working in your delivery site ***when you are sure your class will run and will not be canceled.***

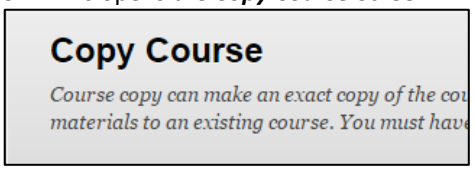
To copy a Blackboard Course, you must enter the course that contains the course materials that you want to copy. This course might be your development site (first name, last name) or the previous semester's site.

1. Go to the Control Panel | Packages and Utilities | Course Copy

1. In the *Control Panel* (under the left-hand course tools menu), click the *Packages and Utilities* option to expand the menu.

2. Under *Packages and Utilities,* select the Course Copy option.

3. This opens the ***Copy Course*** Screen



2. SELECT COPY TYPE

Select Copy Type

The Correct option is selected by default to Copy Materials into an Existing Course. You will be copying your course materials into a course created for you through Banner, which contains your students. Thus, the correct option is to ***Copy Course Materials into an Existing Course.***

3. SELECT COPY OPTIONS

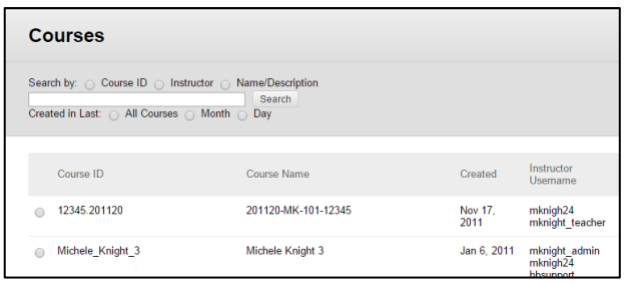
Select Copy Options

Under Select Copy Options, Click the

button to browse for the course where you want to copy current course content.

Note: *Remember that you are looking for the new, blank course where you would like to copy your new content.*

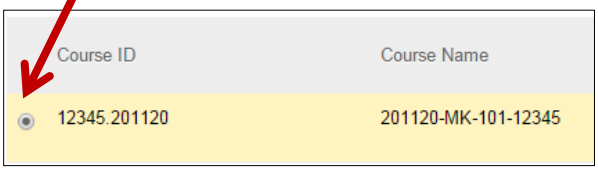
When you click the Browse button, it will open your Courses List in a new window.



SELECT COPY OPTIONS continued

Hint: If you are confused about which CRN to copy, look in the *Created* column. The site you want to copy into is likely a site with a recent creation date. (You may also sort by the created column.

Select the radio button next to the new course where you could like to copy your content.



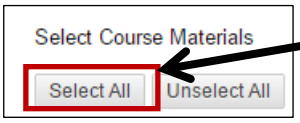
Click

on the bottom of the courses window.

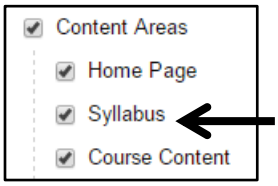
The ***Select Copy Options*** **Destination Course ID Field** will update with the course you Selected using the steps above.

4. Select Course Materials to copy

Next, you must s***elect Course Materials*** to copy into the new course. ***If you want an exact copy of the content on your site, usually, you will select all of the Course Materials available on your Course Site. There is a convenient select-all button located below Select Course Materials.***

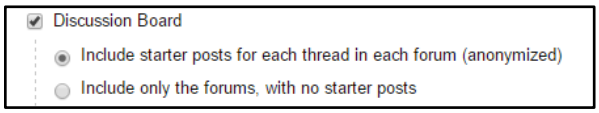


Click this button to select the appropriate materials to be copied into the new site.



After you have selected all, everything will be selected except Course Guest Access and Course Observer Access, which are settings that cannot be copied.

If you are using the Discussion Board, you will need to decide which discussion board copy setting to use:



Include Starter Posts for Each Thread (anonymized): Will copy the first post in each forum with the word anonymous.

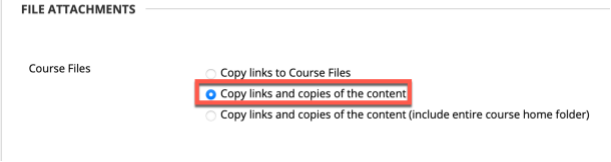
Include only the forums with no starter posts: Copies only the Blackboard discussion forums and no posts.

After selecting your Discussion board settings, you are ready to move on to the File Attachments section.

5. FILE ATTACHMENTS

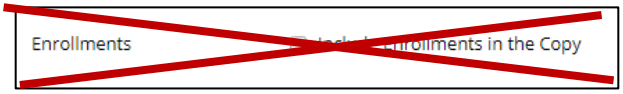
In the File attachments section, ***ensure that the second option, Option Copy links and copies of the content.***

This setting will copy all the course files that you have linked to in the Course Content area.



6. Do not check ENROLLMENTS !

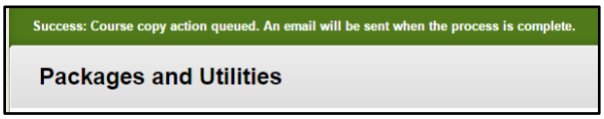
Do Not check the box labeled Include Enrollments in the copy in the enrollments section! Your enrollments are already in your new course. If you check this box, you will be copying the students from your old course into the new course!



7. Click Submit

After completing all the steps above, click the **submit** button at the bottom of the screen.

You will see a success message at the top of the screen indicating that your course is in the copy queue.

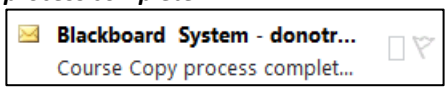


8. Wait for Confirmation Email

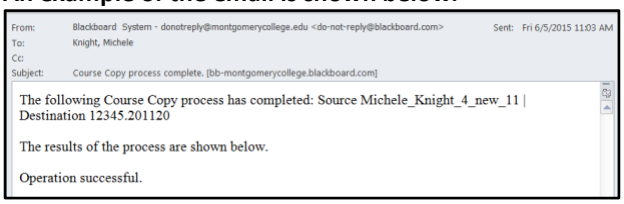
It may take a while for the site to copy if the site is large, so please refrain from copying the site more than once. Pressing copy more than once will create a messy blackboard site with duplicated content and menu items.

When your site has finished copying, you will receive an email indicating that the site was copied at your Montgomery College email address.

This email will have the subject line, Course Copy process complete.



An example of the email is shown below.



9. Begin working in your new course, and remove any duplicate items

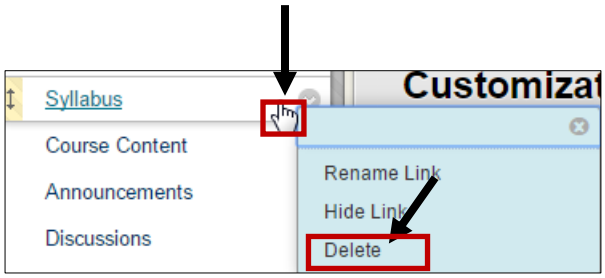
After receiving your Course Copy email, you may begin working on the new course you just copied and ignore the older site.

When you first enter the course that you have copied, You will have two syllabus links on your left-hand course menu. Having two syllabus links is a typical quirk of the course copy feature.

One of the links will contain your actual course syllabus; the other syllabus link will be empty.

You will need to check both syllabus links, as there is no way to be sure which link is empty on the course menu.

Begin working in your new course, and remove any duplicate items (continued)

Once you have determined which Syllabus is empty, ***you may delete the empty syllabus link.***

To remove the extra Syllabus: Click the action link to the right of the Syllabus, and click delete on the menu that appears.