

How to Copy a Course

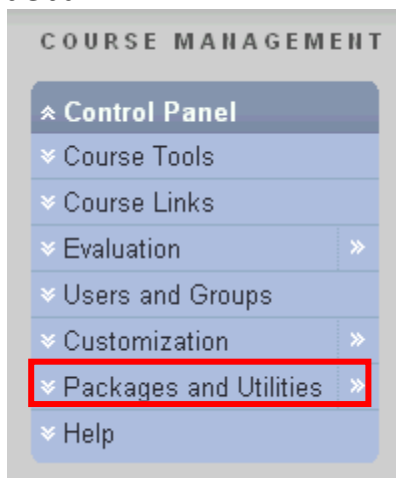
The Course Copy feature allows faculty to copy course materials from one course (source course) to another (destination course). For example, you may have created documents in a fall course that you want to add to your spring course. You must be an INSTRUCTOR in both the source and destination courses in order to perform course copy.

Once you see a new semester's course in your Course List, you may go into the Control Panel of your previous semester's course and click on Course Copy to copy all or some of the content to the new semester course. The only information that you need is the particular sections that you wish to copy, and the course ID for the new course. The process takes only a few minutes (depending on how much content you'd like to copy). This solution is ideal for those who are teaching multiple sections of the same course.

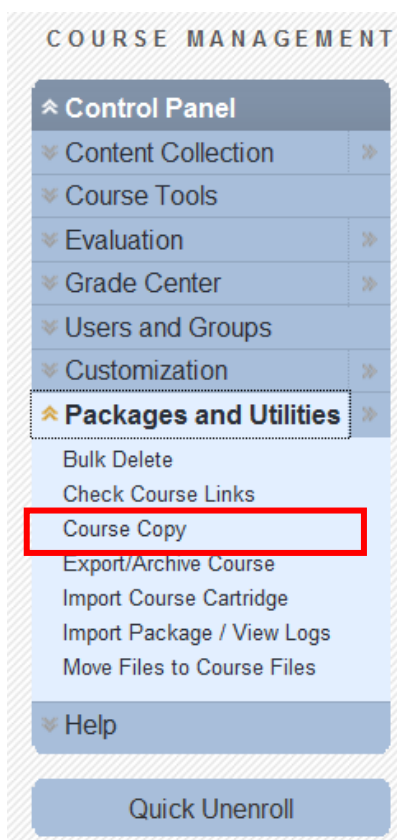
Note: Courses will remain on the SHU Blackboard system for three semesters after they are taught before being removed.

Copying a Course

1. Select **Packages and Utilities** in your course's Control Panel through the Course Management sidebar.



2. Select the **Course Copy** link in the Packages and Utilities section.



3. Click **Copy Course Materials into an Existing Course**.



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 an existing Course. [More Help](#)

Cancel

Submit

1. Select Copy Type

Select Copy Type

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

2. Select Copy Options

4. Enter the destination Course ID (i.e.,) or click on Browse to search for the Course ID. This window will display all of the courses for which you are listed as the instructor. Click the checkboxes corresponding with the particular Course Materials that you'd like to copy and click **Submit**.

2. Select Copy Options

* Destination Course ID

Select Course Materials

- ☒ Content Areas
 - ☒ Begin Here
 - ☒ Course Information
 - ☒ Technology
 - ☒ Information
 - ☒ Assignments
 - ☒ Syllabus
 - ☒ Content
 - ☒ Unit 1
 - ☒ Unit 2
 - ☒ Unit 3
 - ☒ Unit 4
 - ☒ Webliography
- ☐ Adaptive Release Rules for Content
User criteria will not be captured if Enrollments are not included.
- ☒ Announcements
- ☒ Blogs
- ☐ Calendar
- ☐ Collaboration Sessions
- ☐ Discussion Board
- ☐ Early Warning System Rules
- ☐ Glossary
- ☒ Grade Center Columns and Settings
- ☒ Group Settings
- ☒ Journals
- ☒ Settings
- ☐ Contacts
- ☐ Tasks
- ☒ Tests, Surveys, and Pools

5. Select **Include Enrollment in the Copy** if you wish for the users to be copied to the new course. Note: User records, such as grades, are not copied into the course unless you select Exact Copy (see Step 3). Select **Submit**.

3. 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

4. Submit

Cancel

Submit

You will receive an email when the content has been successfully copied to the destination course.