Copying course materials to an existing Bb course

**Default Course Menu**

If you have modified the main navigation menu in your original course, you can either first remove unused items in the menu in the destination course to prepare for the copy process, which will add the new menu item names, or remove unused menu items after the copy process is complete. Students will be familiar with the default menu items.

When you modify your menu, help students identify those new areas in your course and how to use them.

**NOTE:** Empty content area names have an icon to the right indicating no content. Students do not see these menu items.
Enter the Course Copy Tool Area

Start in the course that has the content to be copied to the new course in the Course Management > Control Panel, click Packages and Utilities, click Course Copy

Select Copy Type

Verify the Select Copy Type is set to Copy Course Materials into an Existing course
**Select Copy Options: Destination Course ID**

**SELECT COPY OPTIONS**

* Destination Course ID

Either enter the **Course ID** of the destination course into the text field or click the *Browse* button to use the *Browse* tool to find the Destination Course.

**The Browse Tool**

The *Browse* button opens a search window. Find the destination course on the list, click the *Radio Button* to select it, and click *Submit*.

The search window may have multiple pages of course listings. Use the navigation arrows to move to another page, or use the *Edit Paging* button to display...
more items on the page.
Click the Heading of a column to sort information by that column. Click a second time to reverse the sort.

Select Copy Options: Content Areas

Select Course Materials

Select All Unselect All

- Content Areas
  - Home Page
  - Information & Syllabus
  - Documents & Content
  - Assignments
  - External Links

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.

Click Select All to include all content and tools in the copy process.
Click Content Areas to select all pages,
OR
Place click the individual content area boxes (your list may differ from the examples).
Adaptive Release Rules for Content can also be copied to the new course, if used.
NOTE: A course copy operation cannot be completed if you do not select at least one of the following areas: Content, Contacts, or Settings.
If you do not select one of these options, a warning appears and Blackboard Learn cannot copy to a new course.
Select Copy Options: Tools

If Select All is not clicked.
Click the boxes for all items and tools to copy to the new course.
To copy any tests and have them appear in the new Grade Center and on the page where students see them, check Grade Center Columns and Settings; Tests, Surveys, and Pools, and the Content Area page that contains the links.
NOTE: Select All does not include Settings: Availability, Course Guest Access, Course Observer Access, Duration, or Enrollment Options.

File Attachments

Select the center option
Copy links and copies of the content: Makes copies of linked files but ONLY those files that are linked to course content. Files within the course’s home folder that are not linked to any content are NOT included in the copy.
This can keep the course storage size smaller.

**If Using Content Collection**
Select the third item if the files are in your personal folders (content in Course Content folders will eventually be erased).
Copy links to Course Files: No copies of linked files are included in the copy. The copied course has the same set of links and those links point back to the original location of the link defined in the origin course.

### 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.*

Do NOT copy enrollments from the original course to the new course *unless* you need the student roster from the original class placed in the new class. This item is for special circumstances when it is necessary to copy a class roster to a new Bb course.

### Submit

*Click Submit to proceed. Click Cancel to go back.*

Click **Submit** to complete the course copy request process. You will receive an email when the course copy process is complete. Since the copy process may take more time than the email notification process, wait several minutes to enter the recipient course after the email arrives. You can refresh the navigation menu in the recipient course if the copy process was not completed upon entry to the Bb course. The copy process does not remove or replace content in the destination course.