Blackboard for Employees

Course Copy

This document describes the process to copy course materials, information, and settings between Blackboard course sites.

Faculty choosing “select all” in the course copy process will transfer both instructor created materials as well as College generated template content including Support Resources, Bb Student Training, SJC Copyright, Versions Button, etc. To avoid duplication of items, faculty should select to copy only the instructor created items, settings, and buttons that have active materials and content.

Instructions
1. Start from within the Blackboard course site containing the source material to be copied. Click the Packages and Utilities button on the Control Panel.

2. Choose Course Copy from the menu.
3. For the Copy Type, select **Copy Course Materials into an Existing Course**.

4. For Copy Options, choose your destination course by clicking the **browse** button to open a new window.

5. In the new window, click the **button** to the right of the desired course.
6. Click **Submit**.

7. Under Option 2, **Select Copy Options**, choose *only the items and setting most necessary for copying*.

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   Mark the check boxes next to the desired content areas and buttons.
Mark the check boxes next to the desired features and course settings.

8. Under File Attachments, select option two, **copy links and copies of the content**.

9. Click **Submit**.
**Note:** If the process is successful, a message will appear at the top of the page, informing you that your request has been added to the queue.

An email will be sent from the Blackboard system when the course copy process is complete.

Faculty should wait until this email is received before they begin to work in their course site.