

## Copying a Course in Blackboard

After you request a new course shell in Banner for the term you are about to teach, you may want to copy your materials from a previous Blackboard course into the new shell.

Generally, there will be an "old" shell where you developed your materials (or possibly taught the course previously).

You will be copying from the "old" shell to the new one (your destination course).

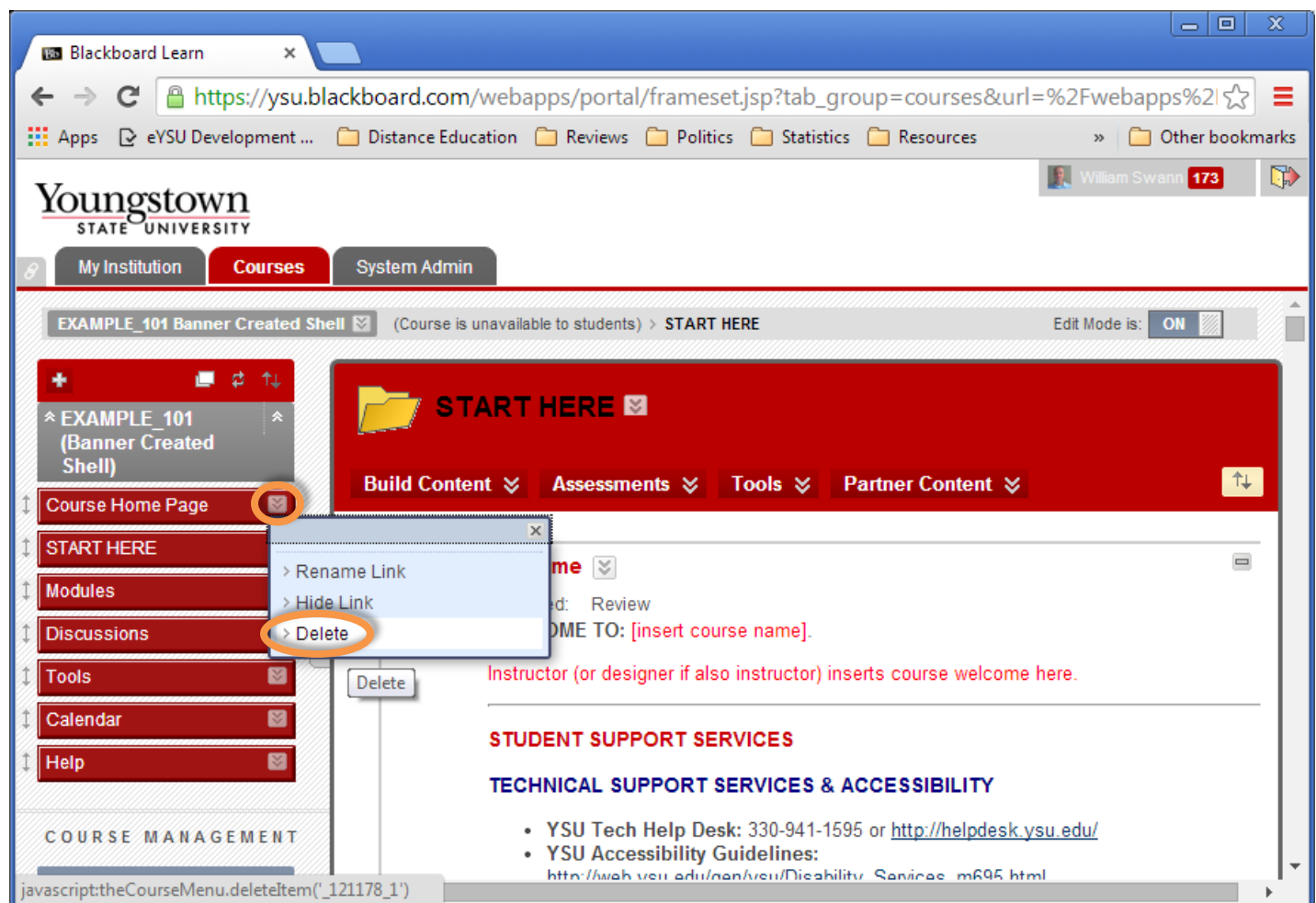
The destination course will likely have templates or other items in it that you should clean out before doing your copy.

So this is a two-step process:

1. Clean out your destination course.
2. Copy from the "old" course to the destination course.

### Step 1: Cleaning Out Your Destination Course

1. Log into Blackboard.
2. Open your destination course.
3. Delete each of the items in the course menu by clicking the double chevrons next to each item and selecting Delete from the menu that appears.
4. Once the menu items are cleared, you have a blank course in which to copy your materials.



The screenshot displays the Blackboard Learn interface for a course shell titled "EXAMPLE\_101 Banner Created Shell". The course is currently unavailable to students. The interface shows a course menu on the left with items like "Course Home Page", "START HERE", "Modules", "Discussions", "Tools", "Calendar", and "Help". The "Discussions" item is selected, and a context menu is open over it, showing options: "Rename Link", "Hide Link", and "Delete". The "Delete" option is highlighted. The main content area shows a "START HERE" folder with sub-items: "Build Content", "Assessments", "Tools", and "Partner Content". Below this, there is a "WELCOME TO: [insert course name]." message and a "STUDENT SUPPORT SERVICES" section with technical support information.

## Step 2: Copy From the Old Course to the Destination Course

1. Exit from the destination course and open the old course that contains the materials you wish to copy.
2. Find the blue **COURSE MANAGEMENT** menu at the bottom left of the screen.
3. Click **Packages and Utilities**.
4. Select **Course Copy** from the items that appear under **Packages and Utilities**.

Blackboard Learn

https://ysu.blackboard.com/webapps/portal/frameset.jsp?tab\_tab\_group\_id=\_2\_1&url=%2Fwebapp:

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William Swann 173

Youngstown STATE UNIVERSITY

My Institution Courses System Admin

Personal\_Course\_Shell\_for\_Josh\_Pruitt DE\_Shell\_Pruitt Packages and Utilities > Course Copy > Copy Course Edit Mode is: OFF ?

### 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. You must have manage permission on these files to make copies of them. [More Help](#)

Cancel Submit

#### 1. Select Copy Type

Select Copy Type Copy Course Materials into an Existing Course

#### 2. Select Copy Options

\* Destination Course ID  Browse...

Select Course Materials

Select All Unselect All

Content Areas

- Course Home Page
- START HERE
- Modules

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.

COURSE MANAGEMENT

- Control Panel
- Files
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities**
- Bulk Delete
- Check Course Links
- Course Copy**
- Export/Archive Course
- Import Course Cartridge
- Import Package / View Logs
- Manage LTI Links

https://ysu.blackboard.com/webapps/blackboard/execute/cp\_copy\_content?navItem=cp\_copy\_course&course\_id=\_16210\_1&target=no

5. In section 2 of the Copy Course page, use the **Browse** button to find and select the destination course you are copying into.

The screenshot shows the Blackboard Learn interface for the 'Copy Course' page. The browser address bar indicates the URL is [https://ysu.blackboard.com/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_2\\_1&url=%2Fwebapp%2F](https://ysu.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fwebapp%2F). The page title is 'Copy Course' and the breadcrumb trail is 'Packages and Utilities > Course Copy > Copy Course'. The 'Edit Mode' is set to 'OFF'. The page is divided into a left sidebar and a main content area. The sidebar includes a 'Personal Course Shell (DE\_Shell\_Pruitt)' section with links for 'Course Home Page', 'START HERE', 'Modules', 'Discussions', 'Tools', 'Calendar', and 'Help'. Below this is the 'COURSE MANAGEMENT' section with a 'Control Panel' and various management options. The main content area has a red header with a pencil icon and the title 'Copy Course'. Below the header is a description of the copy course function and a 'More Help' link. The main content area is divided into two sections: '1. Select Copy Type' and '2. Select Copy Options'. In section 1, the 'Select Copy Type' dropdown is set to 'Copy Course Materials into an Existing Course'. In section 2, the 'Destination Course ID' field contains 'EXAMPLE\_101' and the 'Browse...' button is circled in orange. Below this are 'Select Course Materials' options, including 'Select All', 'Unselect All', and checkboxes for 'Content Areas', 'Course Home Page', 'START HERE', and 'Modules'. At the top right of the main content area are 'Cancel' and 'Submit' buttons.

6. Click the **Select All** button so all areas of your course are copied.

The screenshot shows the Blackboard Learn interface for copying a course. The browser address bar shows the URL: [https://ysu.blackboard.com/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_2\\_1&url=%2Fwebapp%2F](https://ysu.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fwebapp%2F). The page title is "Youngstown STATE UNIVERSITY". The navigation menu includes "My Institution", "Courses", and "System Admin". The current page is "Copy Course" under "Packages and Utilities > Course Copy". The "Edit Mode" is set to "OFF".

The main content area is titled "Copy Course" and includes a description: "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. You must have manage permission on these files to make copies of them. [More Help](#)".

There are two main steps in the process:

- 1. Select Copy Type**: A dropdown menu is set to "Copy Course Materials into an Existing Course".
- 2. Select Copy Options**:
  - Destination Course ID:
  - Select Course Materials:
    - 
    - Content Areas
      - Course Home Page
      - START HERE
      - Modules

Buttons for "Cancel" and "Submit" are located at the top right of the main content area. The "Submit" button is circled in orange.

7. Finally, click **Submit** to perform the copy.