How to Copy a Course Site in Blackboard

Using the course copy feature, you can copy content from one Blackboard course site to another.

1. Enter the course site that you wish to make a copy of (Source Course), and then select **Control Panel** from your course menu.

2. Once you have entered the Control Panel, select the **Copy Course** option.

3. Next, select **Copy Course Materials into an Existing Course**
4. The next page will list your options for copying. The first step is to click the **Browse** button.

![Copy Course Materials into an Existing Course](image)

5. Once you have clicked the Browse button, the “Search for Courses” box will appear. **Enter the 5-digit synonym number for the course that you will be copying content to (Destination Course),** and then click **Search.** Next, click the **Select** button next to the appropriate course.

![Search for Courses](image)
6. In the **Select Course Materials** section, select the course material you want copied. Previously, your courses were copied by selecting all items in the Course Materials section. **DO NOT SELECT ENROLLMENTS!**

Appropriate privileges are needed to copy materials to a destination.

1. **Select a Course**
   - *Destination Course ID:* [Enter ID]
   - [Browse]

2. **Select Course Materials**
   - ✔ Content
   - ✔ Course Information
   - ✔ Course Documents
   - ✔ Assignments
   - ✔ Books
   - ✔ External Links
   - ✔ Announcements
   - ✔ Calendar
   - ✔ Collaboration Sessions
   - ✔ Discussion Board
   - ✔ Glossary
   - ✔ Gradebook Items and Settings
   - ✔ Group Settings
   - ✔ Settings
   - ✔ Staff Information
   - ✔ Tasks
   - ✔ Tests, Surveys, and Pools

   **Select the Course Materials you want copied**
   (By default, previous course sites have included all Course Materials; if you want to maintain your course set up from previous semesters, select all the Course Materials listed.)

3. **Enrollments**
   - ✔ 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.

4. **Submit**
   - Click **Submit** to finish. Click **Cancel** to quit.
7. Once you click the **Submit** button, your course will be queued for copying. The time it takes your content to copy will depend on the size of your course site and the number of courses currently in queue for copying. You will receive an e-mail once the copy process has completed.

8. After you have received your confirmation e-mail, you may then access your course site on Blackboard. It will be necessary to remove the default course announcement.

   **Control Panel > Announcements > Remove**

**FAQs**

**What happens if I copy to a course site twice?**

- Content Areas – Items will be duplicated under the original content area
- Tests & Assessments – All tests and assessments will be duplicated
- Gradebook Items – All gradebook items will be duplicated

**How do I remove old courses from the My Courses menu?**

There are two ways to remove courses from the My Courses menu.

1. To remove a course from your My Courses menu, click the pencil icon located at the top of the My Courses module. To remove a course from the module, simply uncheck the course's "Display Course" setting.

2. You can also remove a course from your menu by making yourself a student in an unavailable course. To make a course unavailable, go to: **Control Panel > Settings > Course Availability**

   Next, find your account using the List / Modify Users link in the Control Panel. Click the Properties button next to your account, and then set your status to Student under the Role and Availability heading.

**How do I get a Course ID to display in the My Courses Menu?**
1. To display the unique Course IDs for your courses, click the pencil icon located at the top of the My Courses module. Select the Course ID checkbox for the appropriate courses and then click Submit.