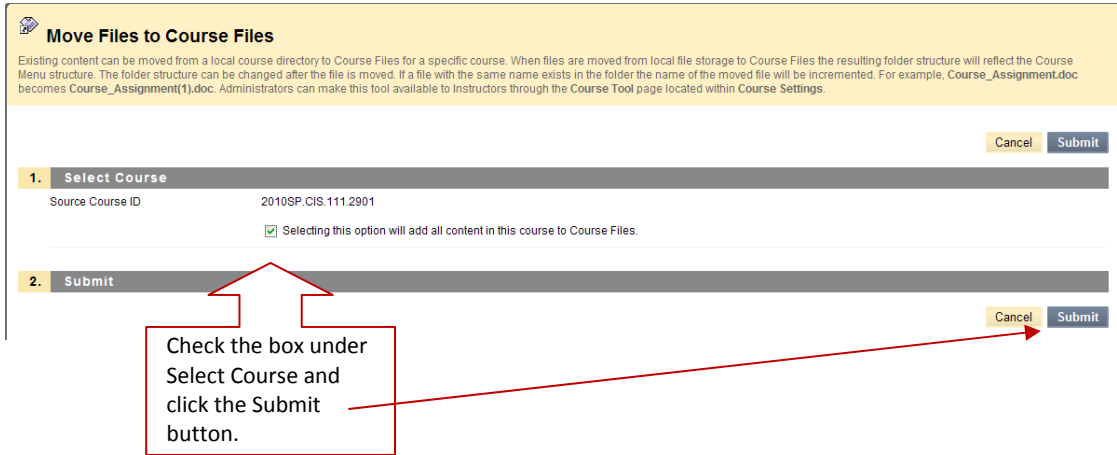
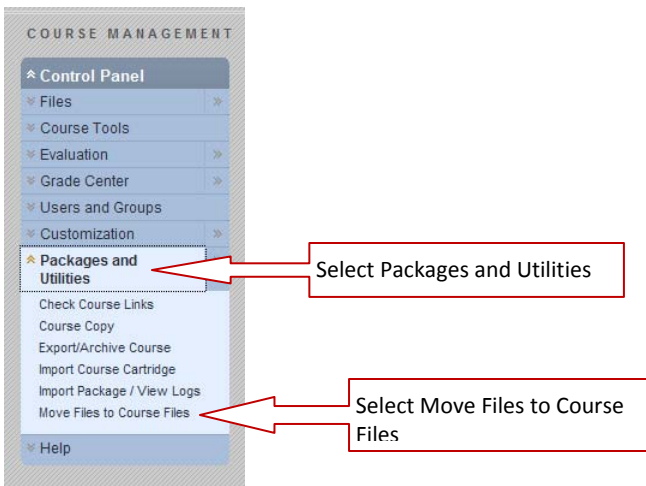
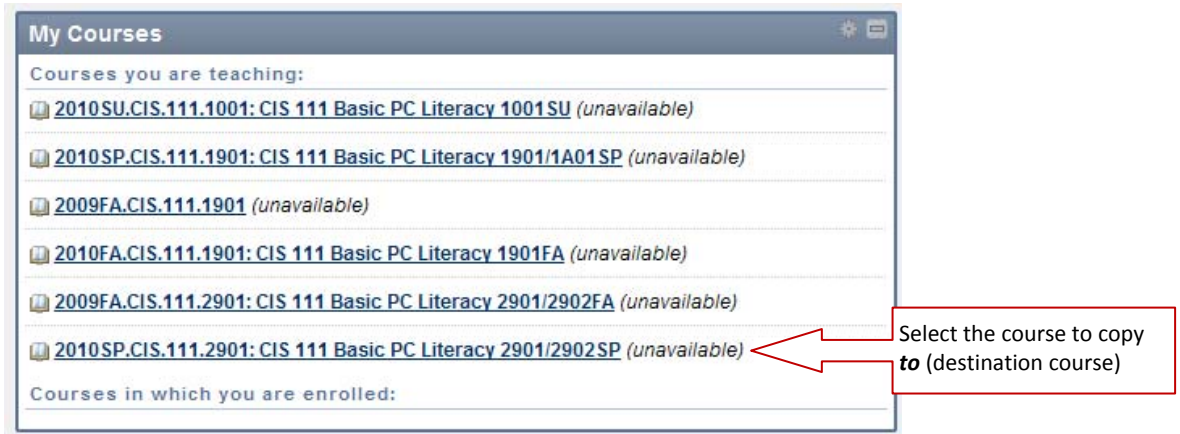


Course Copy in Blackboard 9.1

Instructors are responsible for Blackboard course content. The information below outlines process.

Instructors have access to copy Blackboard course materials from a current course to a new course. The instructor must be listed as the instructor in both courses to use this utility.



Course Copy in Blackboard 9.1

My Courses

Courses you are teaching:

- 2010SU.CIS.111.1001: CIS 111 Basic PC Literacy 1001SU (unavailable)
- 2010SP.CIS.111.1901: CIS 111 Basic PC Literacy 1901/1A01SP (unavailable)
- 2009FA.CIS.111.1901 (unavailable)
- 2010FA.CIS.111.1901: CIS 111 Basic PC Literacy 1901FA (unavailable)
- 2009FA.CIS.111.2901: CIS 111 Basic PC Literacy 2901/2902FA (unavailable)
- 2010SP.CIS.111.2901: CIS 111 Basic PC Literacy 2901/2902SP (unavailable)

Courses in which you are enrolled:

Select the course to copy **from** (source course)

COURSE MANAGEMENT

- Control Panel
- Files
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities**
 - Check Course Links
 - Course Copy**
 - Export/Archive Course
 - Import Course Cartridge
 - Import Package / View Logs
 - Move Files to Course Files
- Help

Click Course Copy

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 Permissions on these files in order 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: 2010FA.CIS.111.1901

Select Course Materials

- Content Areas
 - Site Map
 - Syllabus
 - How Course Works
 - Assignments
 - Tests
 - Resources

Copy into an Existing Course

If there is no Browse button, enter Course ID to copy into. [Click here](#) for info on browse button display.

Select all items to be copied into the new course site.

Course Copy in Blackboard 9.1

3. **Course Files**
Click Calculate Size to make sure that the package size does not exceed the limit.
Package Size

4. **Enrollments**
Copy enrollments for all users in the Course. This option does not copy user records in the Course, such as grades.
Enrollments Include Enrollments in the Copy

5. **Submit**

Do not check. This will copy student enrollments from this site to the new course.

02SP Packages and Utilities

Success: Course copy action queued. An email will be sent when the process is complete.

Packages and Utilities

- » **Check Course Links**
Check the status of links from Course Files to content in the course.
- » **Course Copy**
Copy information from selected course.
- » **Export/Archive Course**
Create a backup package of the Course. Archive will include user records and interactions with content.
- » **Import Course Cartridge**
Download and install a Course Cartridge.
- » **Import Package / View Logs**
Import specific areas or all of the materials in a package file.
- » **Move Files to Course Files**
Move content files from selected course to Course Files

Course copy action is queued. An email will be sent to you when the process is complete.

Video overview of course copy feature from Educational Technology Center:

<http://www.youtube.com/watch?v=cfoeZwtyjs4>