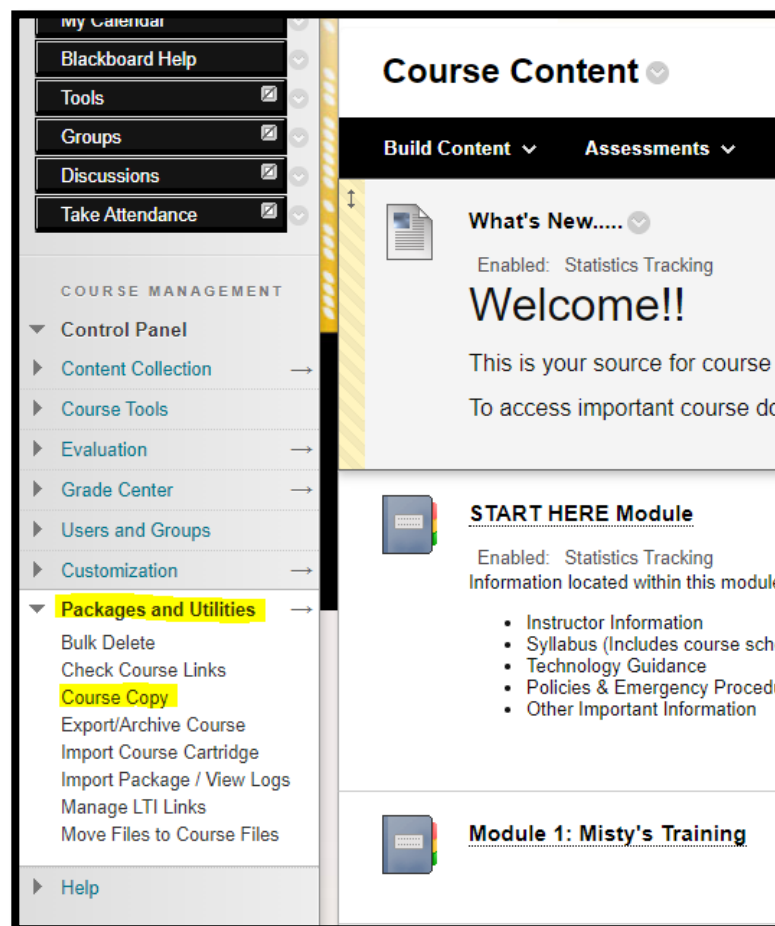




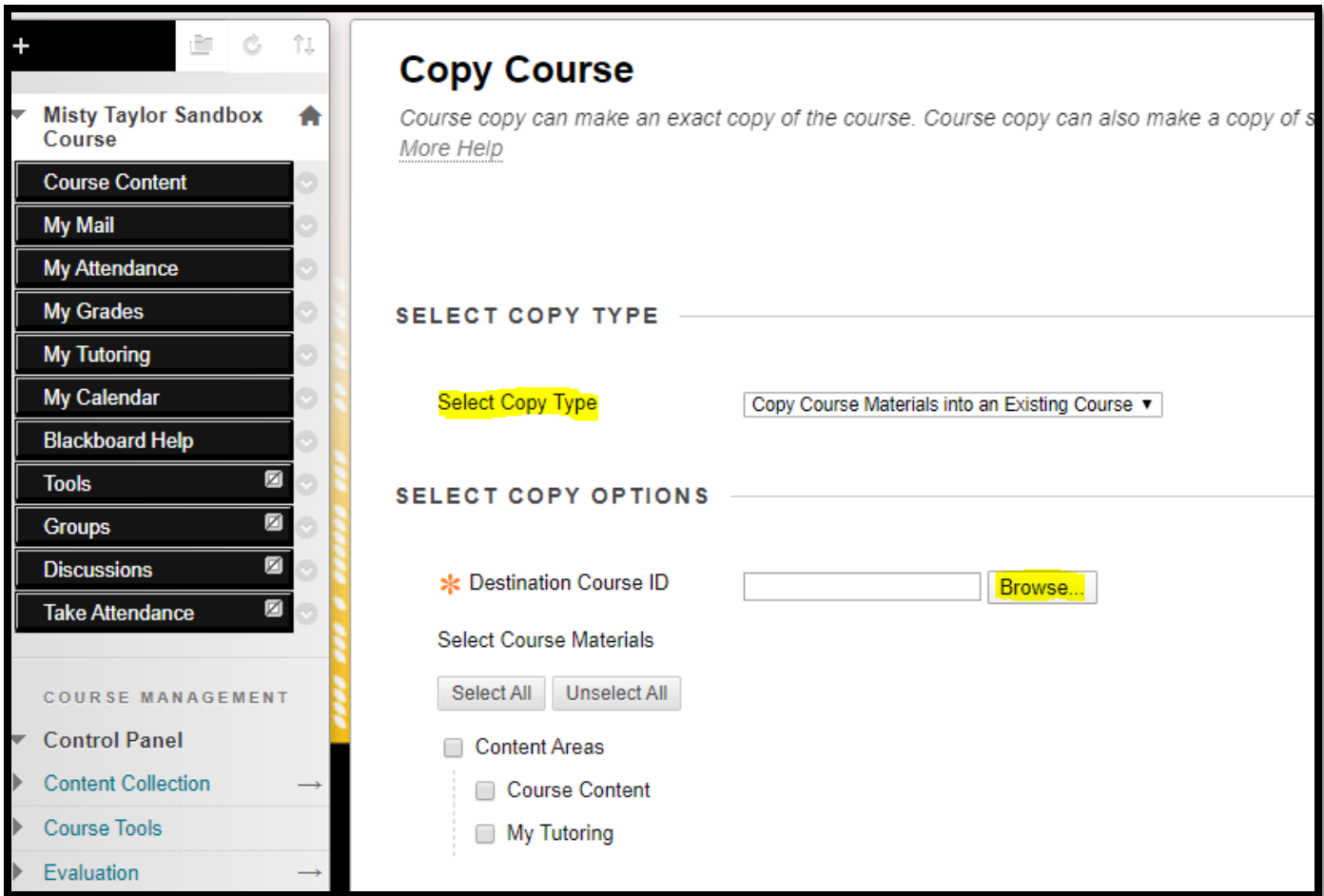
How to Copy Courses in Blackboard

After logging in to Blackboard:

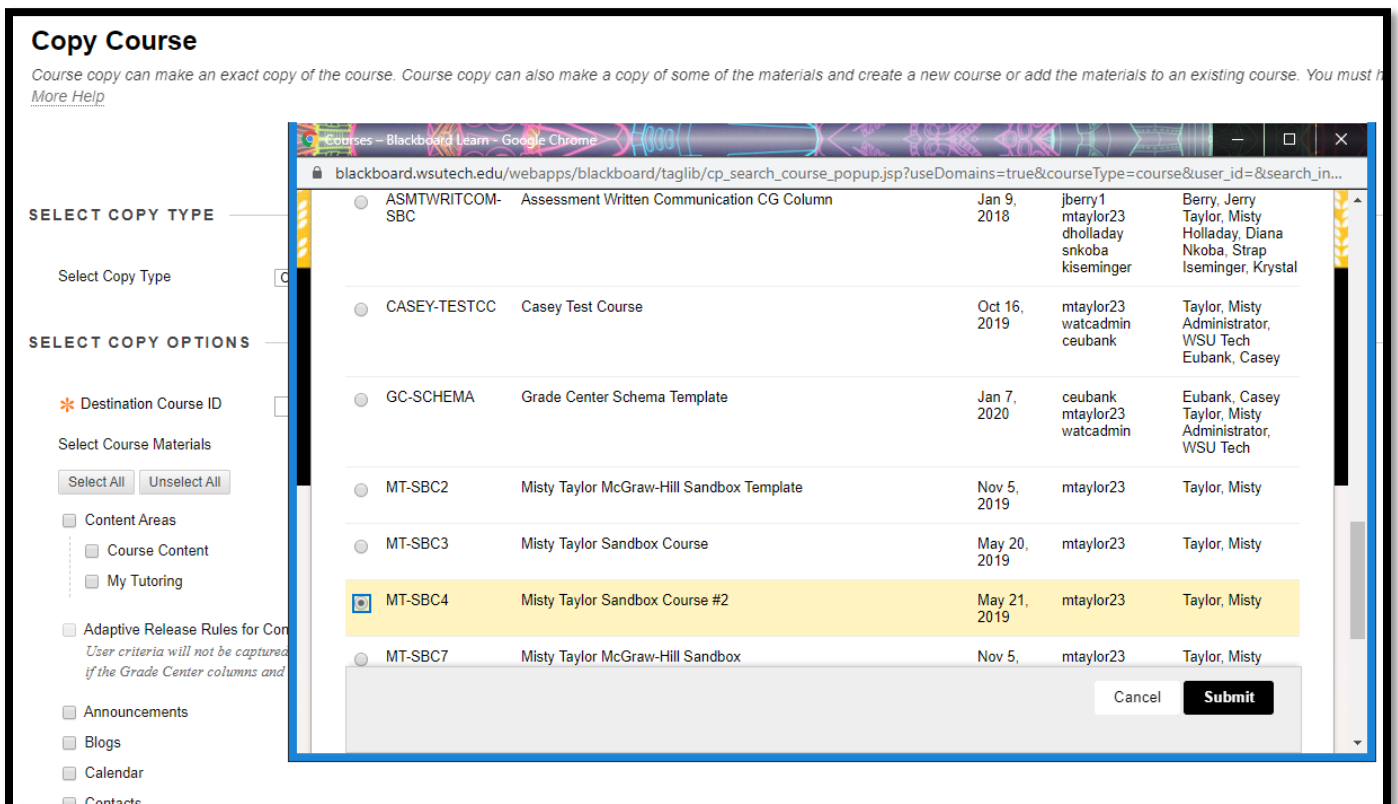
1. Select the title of the course you wish to copy **from** to go into that course.
2. Once in the course, select Packages and Utilities in the Course Management menu located on the left. Select Course Copy.



3. Under the Select Copy Type section, select the drop down menu and choose Copy Course Materials into an Existing Course.
4. Under the Select Copy Options section, select the Browse button. Select the Start Here Module.



5. In the window that opens, select the radio button to the left of the course you wish to copy to, then select Submit.



6. Select the "Select All" button under Select Course Materials. This will place a check-mark next to all of the items that follow.

One item will need to be changed. Under the Discussion Board option, change the radio button to select "Include only the forums, with no starter posts".

7. Select Submit. The copy process should complete within a few minutes of select Submit.

* Destination Course ID

Select Course Materials

Content Areas

- Course Content
- My Tutoring

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.

Announcements

Blogs

Calendar

Contacts

Content Alignments

Discussion Board

- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts

Glossary

Please Note:

- After the course copy is complete, be sure to go to the Full Grade center in the course that was copied to and delete the extra Final Grade column. Set your Overall Grade column as the External Grade.
- If you receive any errors during the copy process, please send a ticket to ITAS at ITAS@wsutech.edu. Please include the course CRN and what errors occurred.