

# Copying Course Material from a Previous Course into an Existing/New Course

Click on the link to open a video tutorial on How to copy a course into a new course shell

Each semester, you will get a Bb course shell for every course you are teaching. These courses are empty sites and you may prepare them from scratch, or copy course material from a previous course into these new sites. You can only copy material from one course to another IF you are the instructor in both courses. Copying course materials into an existing course will:

- Add content to a course, but it **will not** remove existing content.
- **Not** copy student records, such as grades and discussion board posts, to the new course.

**IMPORTANT:** If you need to merge multiple sections into one master course, please do so BEFORE adding content to the course.

## Steps by Step Guide on how to do it

- Access the old course that you want to copy from
- On the Control Panel > Packages and Utilities > Course Copy
- In the Destination Course ID box, click on the “browse” button and select the course that you want to copy into. Select it and click Submit at the bottom right of your screen.
- Select the course materials that you want to copy over to the new or existing course. You probably don't want to copy announcements, calendar and group settings.
- The operation could take some time, maybe even an hour. **Do not** copy a second time or you will have duplicates! You will receive an email when the copy is complete.



### *Copying Course Material from a Previous Course into an Existing/New Course*

To copy some course material or an entire course, you can send a request to your e-learning specialist or you can do it yourself by following the steps describe here.

## Copying File Attachments

To reuse the content in a different course, the option number 2 (copy links and copies of the content) is the recommended option.

- **Copy Links to Course Files:** No copies of linked files are included in the copy. The copied course will have the same set of links and those links will point back to the original location of the link defined in the origin course. **Do not select this option.**
- **Copy links and copies of the content:** This will make copies of linked files, but ONLY those files that are linked. Files within the course's home folder that are not linked to any content within the course are not included in the copy. **Choose this option.**
  - **Please note:** If you are using packaged content with HTML files, you will have to use a workaround as Blackboard will not copy them over. You may have to choose the next option.
- **Copy links and copies of the content (include entire course home folder):** This will make copies of ALL files in the course's home folder regardless of whether those files are linked to course content. **Choose this option if your course is using HTML files. Ask your eLearning specialist for more information.** You need manage permission on an item to include copies of those files. If you do not have this permission, you may be missing some files after the copy.

## Copying Test

When you select Tests, Surveys, and Pools, all the questions and options for deploying them are copied.

To deploy this test:

- Go to the Content Area in your course where you want the test to reside > Assessments > Test > Select the test that you want to deploy > Submit > Fill out Test Options
- A column in the Grade Center will then be created.



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## Checking your Course for due Dates & Web Links (Video)

- After copying, verify that **all due dates & documents** are up-to-date and reflect the current semester in the new course area.
- Verify that all **web links** are still alive. You can either check each link or go to Control Panel > Package and Utilities > Check Course Links.
- It is preferable to open all web links in a new tab/window to avoid access issues.

## Blackboard Export/Import functionality

When you want to move content between two courses and you are NOT the instructor in both courses, you can also use Blackboard Export/Import functionality. This is ideal for bringing in content from one faculty to another. A faculty member can give you an export file of whichever parts of their course they wish to give to you and you can import it into your course. One challenge with moving course content between courses using Import/Export is that the export packages can be quite large and hard to send between faculty members. To learn more, click on the link to open Importing Packages to Blackboard

For more information on Blackboard, click on the link to open Blackboard Standards: A Guide for Faculty Members

### **For Blackboard Assistance, please Contact your eLearning Specialists:**

- Carolle Boudreau (Brockville and Cornwall), 613-933-6080 X 2248 [cboudreau@sl.on.ca](mailto:cboudreau@sl.on.ca)
- Elizabeth Pero (Kingston), 613-544 5400 X 1963 or [epero@sl.on.ca](mailto:epero@sl.on.ca)

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