

How to Copy a course in BlackBoard

Each term the Local BlackBoard Administrator will create course shells from an approved course template. The course list is driven from PeopleSoft and the approved course schedule.

Once the shells are in place the instructor can copy course information from previous courses into the new shells.

Steps to copy content

Go to the SOURCE courses (The one containing the information to be copied)

Choose *Packages and Utilities* in the Control Panel for the SOURCE course.

Choose *Course Copy*

Ensure that **Select Copy Type** is set to "*Copy Course Materials into an Existing Course*".

Enter the DESTINATION Course ID. You can browse for your destination course.

Select the Course Materials to be copied by placing a check beside the area.

DO NOT modify any of the default settings for Items 3 File Attachments or 4 Enrollments.

Click Submit

BlackBoard can only copy one course at a time and there are an average of 30,000 courses being copied each term. So your course copy request can be in the queue for up to 72 hours. DO NOT ASSUME the copy did not get queued and queue it again. This will result in multiple copies of the course in your new shell.

You will receive a confirmation email from Bb informing you of the outcome. If after 48 hours you have not received a confirmation, you should contact the Local BlackBoard Admin to verify your course location in the queue.

If your confirmation email indicates error in the copy, please forward the *unedited* email to the Local BlackBoard Administrator.