Course Copy

Description – In this tutorial, you will learn how to copy existing course content to a new course.

1. On the Control Panel on the left, click Packages and Utilities.
2. In the expanded menu, click Course Copy.
3. On the Course Copy page, Step #1 will always be set to "Existing Course." You can ignore Step #1.
4. In Step #2, click the Browse button and select your new course. You should be in your old course where your existing content is located and you are copying this content to your new course. Note the course terms in the Course IDs.
5. After locating your new course, selecting it, and clicking submit, you are ready to select the course content that you want to copy. I suggest copying all content if you are unsure.

If you want an exact course copy, select all content. You do not want to break the links of items that are linked or connected to the Grade Center. It is most important to select the Grade Center Settings, the course Settings, and the tests, surveys, and pools.

6. You can skip Step #3.
7. Lastly, in Step #4, you are presented with the option to Include Enrollments in the Copy. Do not select enrollments. If you select to Include Enrollments in the Copy, you will be adding your old students to your new course. Your new course will, then, contain a mix of old and new students.
8. Click Submit after making your selections.

Wait around three minutes for the copy to process. When the process is complete, you will be sent a notification from the Blackboard server to your Groupwise account. Do not copy your course content into a course multiple times.