Copying Course Content in Blackboard Learn 9.1 (SP 12)

Before you begin, you need the following:

- A course with content to be copied: the Source Course
- The Course ID (CRN.TermCode) of the Destination Course
  - The Course ID is located under the Courses tab.
  - The Course ID format is Section CRN.Term Code (for example: 9807.201410)
- Access to both courses under My Courses in the My Institution tab or the Course List on the Courses tab

You must complete ALL of the steps listed below in order for your course to be copied correctly.

1. Log in to Blackboard.

2. Locate the course containing the content you wish to copy: the Source Course. Click the course link to enter that course.

3. From the Control Panel, select Packages and Utilities > Course Copy.

4. Under 1. Select Copy Type, check the drop-down menu to verify “Copy Course Materials into an Existing Course” is selected.

5. Under 2. Select Copy Options, enter the Destination Course ID in the text field.

6. At Select Course Materials, click Select All to ensure all content, tools and settings are copied into the new course. The system will automatically check the appropriate boxes for the content copy.
7. Under 3. File Attachments, Copy links and copies of the content (include entire course home folder) will be selected. **DO NOT** change this setting. Changing this setting will prevent course files from being copied to the Content Collection in the new course.

8. Under 4. Enrollments, **DO NOT** check the “Include Enrollments in the Copy” check box.

9. Click **Submit** at the bottom of the page.

10. An email will be sent to your campus email account once the copy is complete. Do not begin work on the course until you have received the email.

Do not try to copy the course multiple times. If you make a mistake during the copy process, contact the Teaching & Learning Commons for assistance.

Teaching & Learning Commons
304-367-4810, option 3
help@fairmontstate.edu
help@pierpont.edu