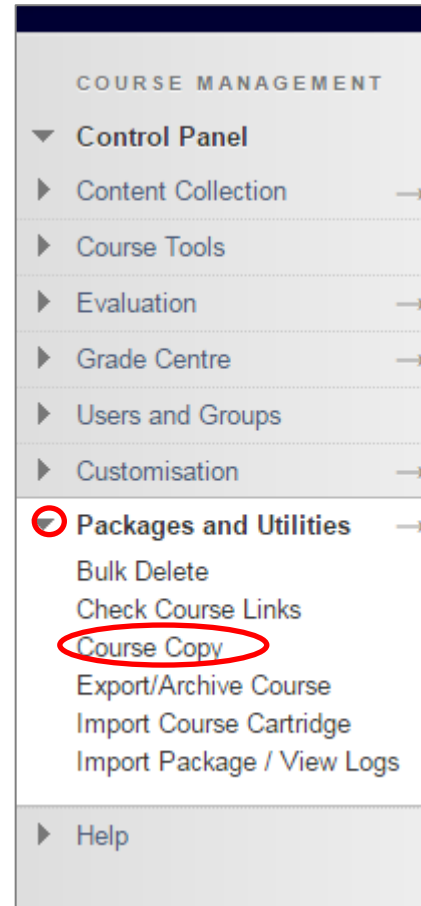


Blackboard Course/Organisation Copy

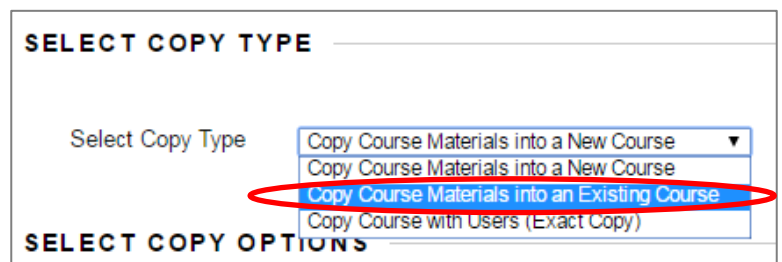
Blackboard Quick Guide

Copy materials from a previous course or community site into your new course/community site. You can only copy materials if you have the role of 'instructor', 'teaching assistant' (TA), or 'course builder'.

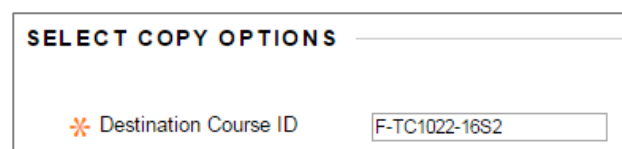
1. Open the course site you wish to copy content from. Click on the **Packages and Utilities** drop down menu then select **Course Copy** (for course sites) or **Organisation Copy** (for community sites).



2. **Select Copy Type**
Select **Copy Course Materials into an Existing Course**.



3. **Select Copy Options**
In the Destination Course ID box enter the code of the course/community site you want to populate.



- Select the materials you want to copy over by clicking on the relevant check boxes. You can choose all materials by clicking on the **Select All** button and simply untick what you are not copying.

How the copied materials behave and some practical suggestions:

- The content areas that you are copying will appear as they are in your course. The new-semester course into which you are copying ("destination course") is based on the generic ND template.

Here is how it works: if the area of the Menu have the same title, everything inside the area will be copied into already existing section of the new Menu; if the section of the Menu is not in the template, it will be added at the bottom of the new course's Menu so that you will have to "tidy" the new course by moving sections around, deleting, adding subheaders, dividers etc. (see "Personalise Blackboard" quarter [on the bottom right](#));

- Do not copy **Course Outline**. You already have the content area with that title in the new course and copying it will just add the old Course Outline to the new course;

- Do not copy **announcements**. You will have access to the old course, so will be able to copy across if and when needed;

- Do not copy **Academic Integrity** section, as it is already part of the Template;

- Discussion Board:** including forums option ticked on the right will copy the existing forum structure. If you use starter posts (e.g., each forum starts with you posting some questions for your students to answer), you are better off re-posting them so that they appear under your name and with the new dates – once again, remember that you will have access to the old course;

- If you wish to copy online submission points, online tests/quizzes, or custom Mark Centre content (e.g. Smart Views, Marking Schemas, etc.) into the new course, you **MUST** select **Mark Centre Columns and Settings** as well as the name of the content area the items are available in (e.g. **Assessment**). If you want to copy online tests/quizzes, you **MUST** select **Tests, Surveys and Pools**.

- Do you have a banner image? Do not forget to copy it. If not, why not? See "Personalise Blackboard" quarter [on the bottom right of this link](#).

Select Course Materials

Select All Unselect All

☒ Content Areas

- ☐ Course Outline
- ☒ Your Study Journey
- ☒ Blackboard User Guides
- ☒ Module 1
- ☒ Module 2
- ☒ Module 3
- ☒ Dates for live sessions
- ☒ Pulse check
- ☒ Reflective Journal
- ☒ Assessment
- ☐ Academic Integrity

☐ Adaptive Release Rules for Content

User criteria will not be captured if enrolments are not included. Assignment submissions will not be captured if the Grade Centre columns and settings are not included.

☐ Announcements

☐ Blogs

☒ Calendar

☒ Contacts

☒ Content Alignments

☒ Discussion Board

- ☐ Include starter posts for each thread in each forum (anonymised)
- ☒ Include only the forums with no starter posts

☐ Glossary

☒ Grade Centre Columns and Settings

☐ Group Settings

☒ Journals

☒ Retention Centre Rules

☒ Rubrics

☒ Settings

- ☐ Availability
- ☒ Banner Image
- ☐ Course Guest Access
- ☐ Course Observer Access
- ☐ Duration
- ☐ Language Pack
- ☐ Navigation Settings

☐ Tasks

☒ Tests, Surveys and Pools

☐ Wikis

Please remember that your students will be able to see the new Blackboard site **two weeks** before the beginning of a new study period. Make sure that you tidied it before that and hid all of the areas that may not be finished yet (either folders/items, or the whole menu sections if necessary – e.g., My Grades). Please [contact the LTO](#) with any questions.

5. File Attachments

Leave the File Attachments and Enrolments options as the default setting and then click the **Submit** button.

You will receive a notification at the top of your screen saying "Success: Course/Organisation copy action queued. An email will be sent when the process is complete". **Please wait for the copy to complete before beginning work in the new course.**

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files

- ☐ Copy links to Course Files
- ☒ Copy links and copies of the content
- ☐ Copy links and copies of the content (include entire course home folder)

ENROLMENTS

Copy enrolments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

Enrolments

- ☐ Include Enrolments in the Copy

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel
Submit

Success: Organisation copy action queued. An email will be sent when the process is complete.

6. Check the destination course/community site to ensure all selected contents have copied over. You might have to clean-up the course menu. See "Personalise Blackboard" quarter [on the bottom right of this link](#).

Source COM0168 | Destination COM0169 is Complete. To access the detailed log, click here