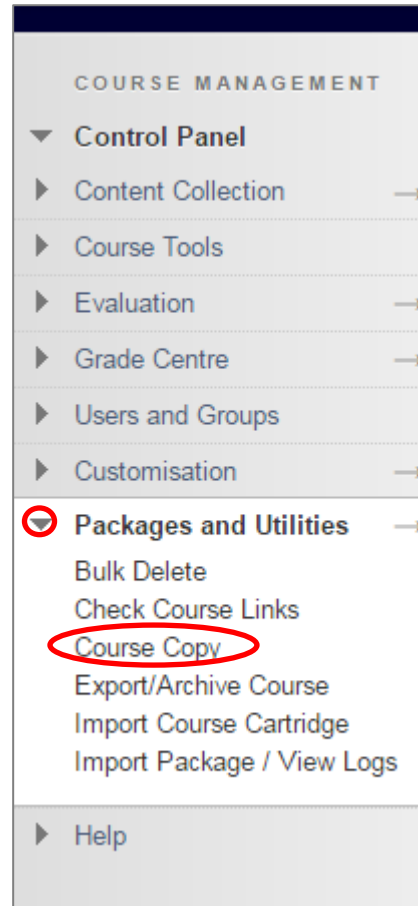


Blackboard Course/Organisation Copy

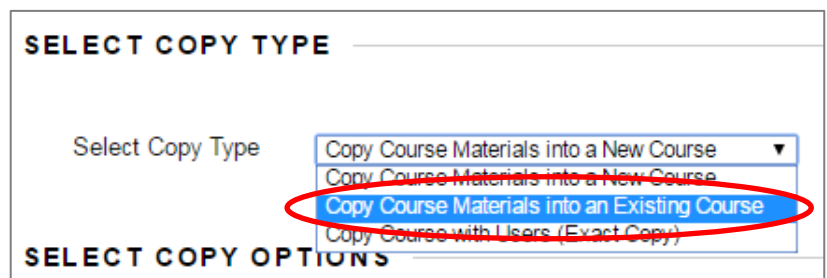
Blackboard Quick Guide

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'.

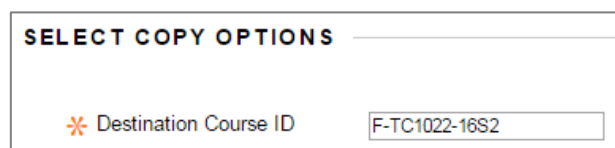
1. Open the course site you wish to copy content from. Click on the **Packages and Utilities** drop down menu then select **Course Copy** (for course sites) or **Organisation Copy** (for community sites).



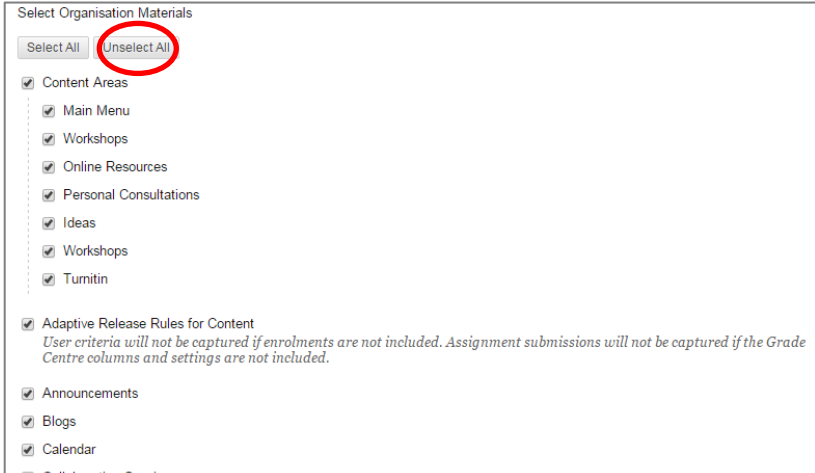
2. **Select Copy Type**
Select **Copy Course Materials into an Existing Course**.



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

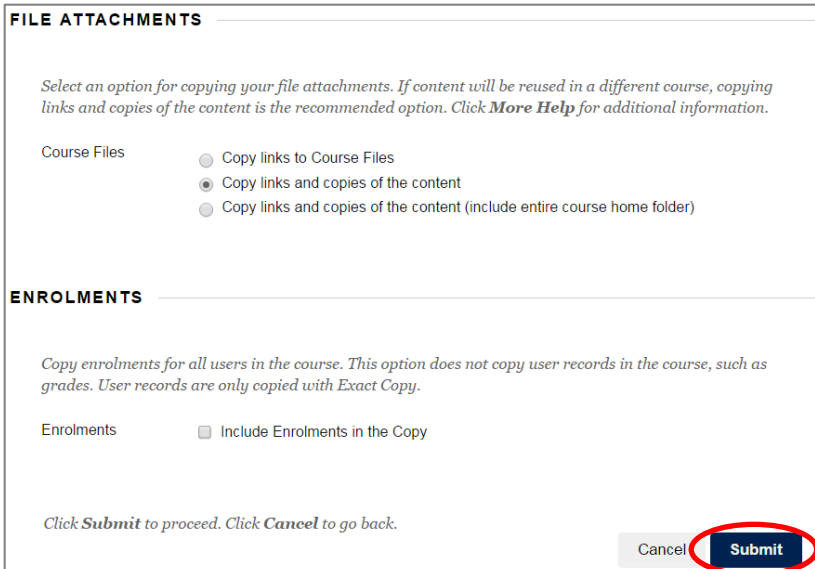


4. Select the materials you want to copy over by clicking on the relevant check boxes. You can choose all materials by clicking on the **Select All** button.



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”.

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

Things to Note

- Links to parts of a course site that are not included in the copy will be ‘broken’ in the destination site e.g. if there is a link to a test in a content area and the tests are not copied, the link to the test will break.
 - A content area that has the same name in the destination site will be copied like for like without deleting anything. The **exception** to this rule is for **Learning Materials**. Learning material will **not** be copied over if both the Source and the Destination Sites have a ‘Learning Materials’ content area. The ‘Learning Materials’ content area on the destination site should be deleted or renamed before you copy the course.
6. Check the destination course/community site to ensure all selected contents have copied over. You might have to clean-up the course menu.

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