Edge Hill University

COURSE COPY

COPYING CONTENT BETWEEN BLACKBOARD COURSES

Introduction

You may want to copy some course content from an old course area into a new one. It is possible to do this in a number of ways, including using the Course Copy tool.

This guide contains instructions on copying content and related advice.

Things to Remember

New course areas will already have the new academic year's template applied, and the Course Copy tool adds content to this template. You will need to tidy up the result.

If you are a Turnitin or Panopto user, take special note of the instructions related to those tools.
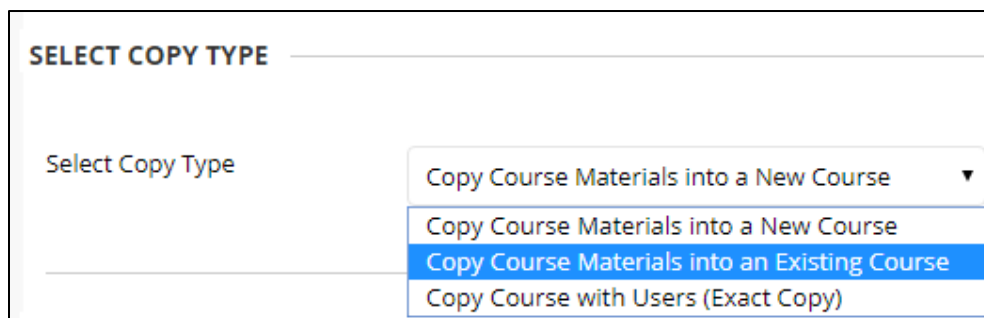
Bulk copying

Access course that you wish to copy from.

Go to Packages and Utilities > Course Copy in the Control Panel.
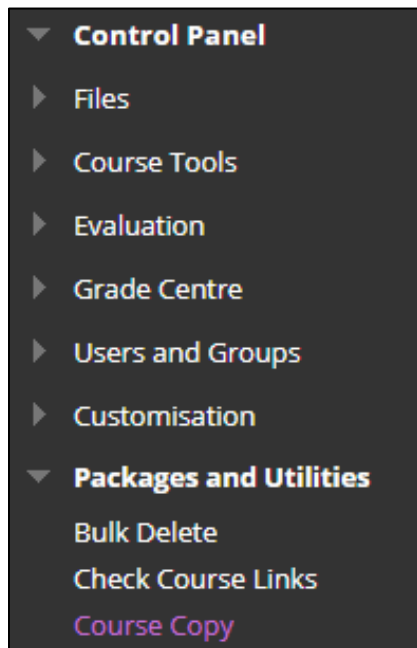
Choose to 'Copy Course Materials into an Existing Course'.

Select the 'Destination Course ID'. Click the 'Browse...' button.

SELECT COPY OPTIONS

* Destination Course ID   [   ]   Browse...

Click the round button next to the course that you want to copy **to**. Then the click 'Submit' button at the bottom of the page.

	COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
⦿	2013_BUSC_101	AN INTRODUCTION TO BISCUITS	Apr 1, 2014	beaumonp	BEAUMONT, PETER
○	2014_POS1001_TEST	POSTMODERNISM 1001	Nov 5, 2014	bbsupport beaumonp	don't delete, Blackboard ASP BEAUMONT, PETER

The course ID that the content will be copied to will appear in the 'Destination Course ID' box. Be extremely careful when selecting the destination course as a copy cannot be undone.

SELECT COPY OPTIONS

* Destination Course ID   [2013_BUSC_101]   Browse...

Under 'Select Course Materials' check the boxes next to the items that you want to copy over.

If you use Turnitin dropboxes, DO NOT copy these over. In the module template, these are usually found under 'Submission Dropbox' and 'Re-Assesment' so we'd recommend that you don't copy this area. Check for any other places that dropboxes might have been placed.

Ignore the option to replicate the enrolments with the copy, as student enrolments are managed automatically based on information held in the student information system (SID).

Click Submit. Your content will begin to copy.

A confirmation email will be sent to you when the copy process is complete. Even after you receive the confirmation of success email the system may still be working, so if it appears some content is missing, please allow a little more time for the process to fully complete.

Finally check the destination course to check if anything needs tidying up. Some items on the course menu may need moving around or renaming to fit in with the Baseline template.

If you are copying from a Blackboard area that had Panopto videos in it, note that they will not be copied over. A new blank area will be created. Any individual Panopto videos that you need in the new area can then be copied, or moved over.

Selective copying

You have the option to just copy some individual content items, such as folders, items, files, and learning modules.

To do this, open the 'Options Menu' for the item by clicking on the grey circle that appears next to it, and selecting 'Copy'.
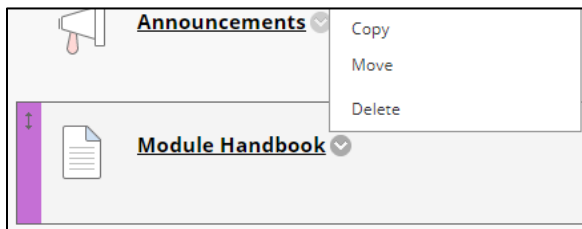
From the Copy page select the Destination Course from the 'Destination Course' drop down menu.

Choose either the course you are working in to duplicate the item within that course, or select another course to make a copy of the item in another location.

Click Browse to select the Destination Folder within the selected course. From the pop up window click on the folder required.

Click Submit to finish. The item will be copied.