

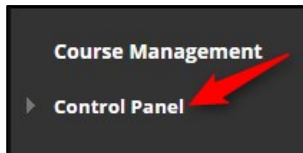
How to Copy a Course to another course

There are times when you may want to copy a prior semester course to your current semester and use it again.

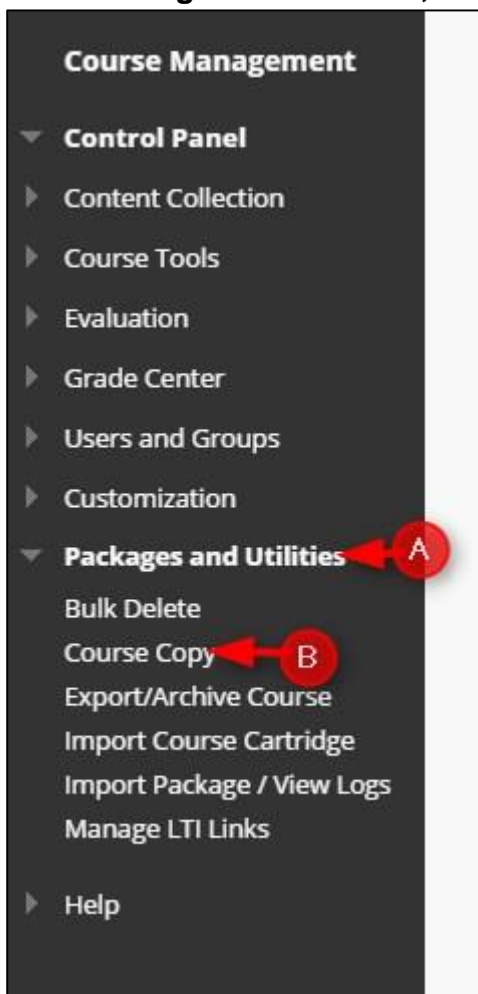
Directions for Copying a Course:

1. Go into the prior semester course that you want to copy to your current semester course.

2. Click **Control Panel**



3. Click **Packages and Utilities**, then **Course Copy**




4. In the Select Copy Type, select **Copy Course Materials into an Existing Course**.

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)

SELECT COPY TYPE

Select Copy Type 

5. Click **Browse...** to find the Destination course you want to copy the master course into.

SELECT COPY OPTIONS

* Destination Course ID 



6. Click the radio button next to the **Course ID** for the **DESTINATION** course and then click **submit**.

Courses

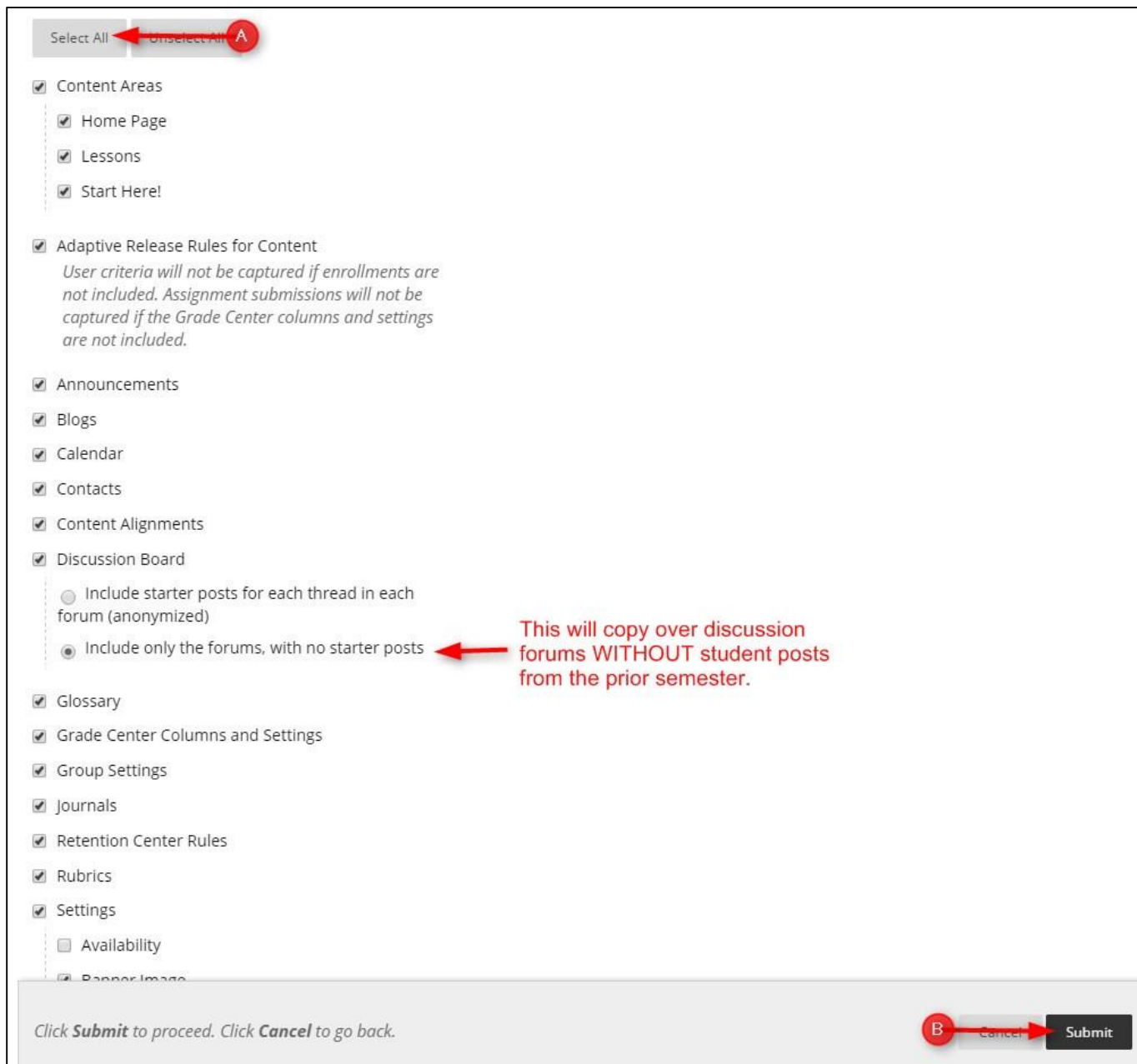
Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
<input checked="" type="radio"/> 201740-44725	SPRING 2017 STUDENT SUCCESS SEMINAR (SSC101-038-44725 Brown)	Nov 17, 2016		
<input type="radio"/> Basics_trng	Blackboard Basics Training	Nov 9, 2016		
<input type="radio"/> CollegeCreditPlus_trng	College Credit Plus Teaching Training	Jan 9, 2017		

7. Click **Select All** and **Submit**



The screenshot shows a settings page with a list of items, each with a checkbox. At the top left, there are two buttons: "Select All" and "Deselect All". A red circle with the letter "A" is positioned over the "Select All" button, with a red arrow pointing to it from the left. Below the list, there is a footer area with the text "Click **Submit** to proceed. Click **Cancel** to go back." and a "Submit" button. A red circle with the letter "B" is positioned over the "Submit" button, with a red arrow pointing to it from the left. In the "Discussion Board" section, there are two radio button options. The second option, "Include only the forums, with no starter posts", is selected. A red circle with the letter "B" is positioned over this option, with a red arrow pointing to it from the left. To the right of this option, there is a red text annotation: "This will copy over discussion forums WITHOUT student posts from the prior semester." with a red arrow pointing to the selected radio button.

Select All **A**

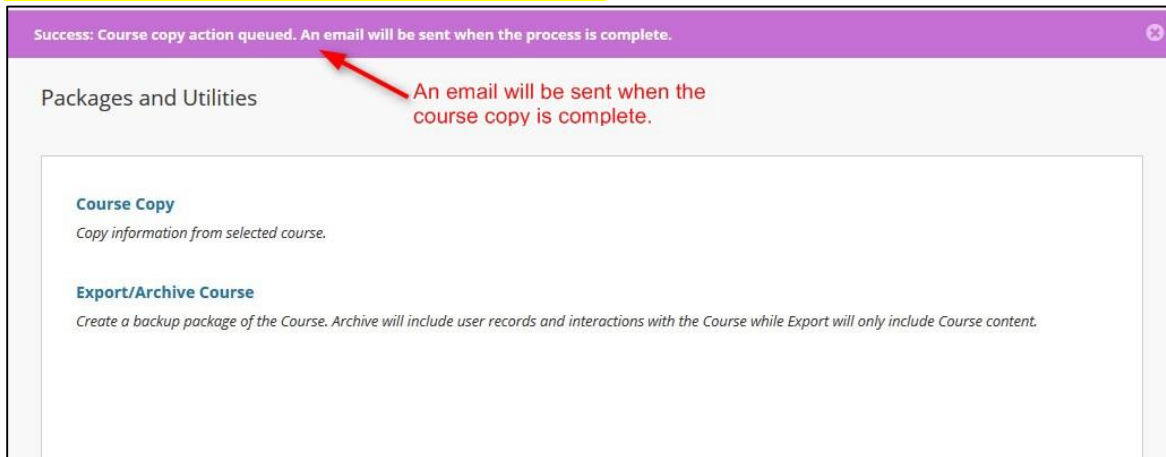
- Content Areas
 - Home Page
 - Lessons
 - Start Here!
- Adaptive Release Rules for Content

User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts **B**
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Availability
 - Banner Image

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

This will copy over discussion forums WITHOUT student posts from the prior semester.

8. You will get an email when the copy is complete. **IMPORTANT NOTE: Until you receive and email, your course has not fully copied.**



The screenshot displays a software interface with a purple header bar containing the text: "Success: Course copy action queued. An email will be sent when the process is complete." Below the header, the page title is "Packages and Utilities". A red arrow points from the success message to a red text annotation: "An email will be sent when the course copy is complete." The main content area contains two sections: "Course Copy" with the subtext "Copy information from selected course." and "Export/Archive Course" with the subtext "Create a backup package of the Course. Archive will include user records and interactions with the Course while Export will only include Course content."