The Course Copy Process in Blackboard Learn
for Connecticut Community College Faculty

Should I copy my own course?

As an instructor in a Blackboard course, you have the ability to copy course materials from one Blackboard course into another by using the Course Copy tool located in the Packages and Utilities section of the Control Panel.

However, some colleges prefer to have their Ed Tech Director do the course copies for ALL faculty. If you teach at the following college(s), please contact your Ed Tech director and request that your courses be copied:

<table>
<thead>
<tr>
<th>College</th>
<th>Ed Tech Contact</th>
<th>What information to provide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manchester CC</td>
<td>Tim Boto</td>
<td>• CRN number and Term of the course you wish to copy FROM.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tboto@commnet.edu">tboto@commnet.edu</a></td>
<td>• CRN number of the course in the upcoming term that you wish to copy TO.</td>
</tr>
</tbody>
</table>

However, at ALL colleges, faculty are welcome to contact their Ed Tech directors if they have questions or run into difficulties. You can find your Blackboard contact person by clicking your college name on the WebSupport Contact Information page.

What is the Course Copy Process?

Use this step-by-step job aid in in conjunction with the tutorial video:

**Video: Course Copy Materials to a New Course** - Please watch the whole video.

**Job Aid: The Course Copy Process in Blackboard Learn** - Print out these instructions and follow them carefully.

This video and other faculty tutorials can be found on the CTCCEdTechTraining YouTube channel: [www.youtube.com/user/ctccedtechtraining](http://www.youtube.com/user/ctccedtechtraining).

Starting Fresh: What if you want to design your course “from scratch” in Bb Learn?

If you’re not planning on copying in content from an existing course at all (i.e., you’re going to design your new term’s courses “from scratch”), you can simply begin building your course right in any of the course sections that include the current term in the course name. Just look for the courses that have the name of the current term in their title and you can open them up and begin adding content into the course shell.

**Here’s the best part:** You don’t need to read the rest of this document! Just log into Blackboard and start designing your new course. Begin by reviewing the Blackboard Basics for Faculty videos.
Understanding the Course Copy Process in Blackboard Learn

“Source course” and “Destination course”:

- To begin the copy process, from your Course List on the My Institution page, you will click the link to enter a course that contains content you wish to copy into another course. This is your “source” course.

- From inside your “source” course, you will browse to and select your “destination” course, i.e., the course section that you wish to copy content into.

Example:
Let’s say that you want to copy content from a Fall 2014 course into a Fall 2015 course. You would begin by clicking into the Fall 2014 course (your “source” course) and from within that course, you browse to and select the Fall 2015 course section into which you want to copy the course content (your “destination” course).

The instructions below will walk you through this process.

Step I: Log into Blackboard Learn

1. Log into myCommNet  http://my.commnet.edu using your NetID and Password.
2. Click the Bb (Blackboard) icon near the top right of the browser window:

3. From the webpage that displays, click the link to enter Blackboard.
4. The new Blackboard Learn window or tab will open in your browser.

Step II: Find the course you are copying from) in the My Courses list

1. Look for the course you want to copy content FROM (your “source course”): The term name is included as part of the Course Name. These course shells are automatically be updated with your student enrollments. Examples:

   ![Course Shell Example]

   - You will begin the copy process from within the course that contains the most current content.

Step VI: Copy content from your “source” course to your “destination” course

- Note: There is no “reset” back to a blank course option, so BE CAREFUL! If you accidentally copy content into the wrong “destination” course shell, your Ed Tech director will have to go through several steps to fix an error! You can’t fix it yourself.

- Content from the course being copied is MERGED with the content in your new term’s course shells, it does not OVERWRITE it.
FOLLOW EACH STEP CAREFULLY:

1. From the My Courses list, click the title link to go into your first “source” course—i.e., a course that contains the most up to date content that you wish to copy INTO one of the courses you’re teaching in a new or future term.

2. Scroll down to the Control Panel and click Packages and Utilities then click Course Copy.

3. Under “Select Copy Type” be sure that Copy Course Materials into an Existing Course is selected.

4. Click the Browse button.

5. From the “Courses” window that opens, click the small round “radio button” in front of the ‘destination’ COURSE ID (which you noted earlier when reviewing your courses!)—that is, the course THAT YOU WANT TO COPY CONTENT INTO (as shown below).

6. Scroll to the bottom of the window and click the Submit button.

7. **ALWAYS click the “Select All” button**—do NOT click individual checkboxes. This way you know that ALL tools and that you are currently using in your “source” course will be copied.
**Important Note:** Many faculty think that they need to individually click the checkboxes to select only the tools they are using in Blackboard, instead of **Select All**. But this is NOT the case! ONLY the tools you are using in your course will copy into the new section.

8. **Content Areas:** As shown in the video, you can **DESELECT** any Content Areas that are part of your college template (such as Technical Support or Academic Support content areas). Otherwise they will be duplicated in the course you are copying too and you’ll have to delete them.

9. **Announcements:** As discussed in the video, decide whether you want to copy over your **Announcements** or not. If you think you can re-use them, then do so. You can use the **Date Management** tool to update all of the release dates.

10. **Discussions:** If you do NOT always post an “initial thread” in each of your discussion forums, then you should select the second radio button (**include only forums, with no starter posts**), as shown below:

11. **ALWAYS be sure that “Grade Center” is selected.** This is one of the most common mistakes that faculty make. If “Grade Center” is not selected, Assignments will not copy
to your destination course, and no Tests will be deployed in the destination course.

12. Scroll down—be sure that the “Copy links and copies of the content” option is selected.

13. NEVER click the checkbox to bring over Enrollments.

14. Click ONLY ONCE on the Submit button. (Double-clicking it can cause duplicate content in the destination course!)

STOP If you make a mistake and realize that you selected the wrong course as your destination course, STOP! Contact your local DL director. He/she will tell you how to rectify the error.

15. After you have completed the copy process, click the My Institution tab. You will see your My Courses list again.

After Your Course Is Copied: Critical Things to Check

16. Now it’s time to go into the new term’s “destination course” and make sure that your content has copied in successfully! HOWEVER, please note:

   o **COURSE COPYING CAN TAKE HOURS—sometimes 6 hours or more!** The course copy process time varies tremendously depending upon:

     ▪ **How close it is to the semester start date.** The 3-4 weeks prior to semester start there is a tremendous amount of copying going on by faculty from all 12 community colleges (we are all on ONE Blackboard system!).

     ▪ **How much content you have in your course.** You can enter your destination course in Bb Learn even while the course copy process is going on so you may not realize that the course copy has not yet completed.
Even if you receive an email saying that the course copy process is in the queue or complete, this may in fact not be the case!

UNDER NO CIRCUMSTANCES SHOULD YOU RE-COPY THE COURSE again if the copy never displays. If several hours pass and you still do not see your course content in your target course, contact your local Ed Tech director.

- If you do not know who that is, click this College Contacts link, select your college, and look for the Blackboard contacts.

17. Check your course!

- First - click on the Content Collection and make sure that your course files are there. If you know you have uploaded files into your course and your Content Collection is empty, contact your Ed Tech Director. Do NOT just re-copy the course.

- Review “Steps for Preparing Your Course for the New Semester.”

18. Continue the process of copying content from old sections into all of your current term’s course sections.

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1 The email message will be sent to whatever your preferred email address is in the Banner Faculty Self-Service system. If you do not receive an email, log into Banner Self-Service and check or change this address.