

# Hawai'i Pacific University

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*Copying Your Course to a New Section*

If you are creating a course that has many of the same features as an existing course, it is often more efficient to copy the existing course than to create a new course from scratch.

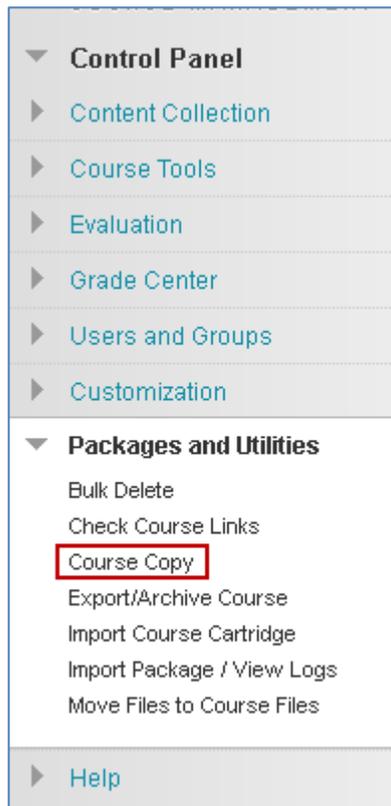
You can copy all course materials or a subset of course materials into a new or existing course. Copying a course into an existing course will not overwrite any existing content. After completing the course copy there will be some post-course copy clean up. These instructions will show you how to:

1. [Copy an Existing Course](#)
2. [Post Course Copy Clean Up](#)

## Copy an Existing Courses

When copying a course to a new empty course shell, make sure you are logged into the course that you want to copy. For example, if you want to copy Course A (**Source Course**) into Course B (**Destination Course**), make sure you are in Course A. Once you are in the Course:

1. Click on Packages and Utilities under the Control Panel, and then Course Copy



2. On the Copy Course page, click on Browse to search for the course you want to **Copy To**

### 1. Select Copy Type

Select Copy Type

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### 2. Select Copy Options

\* Destination Course ID

3. A Courses window will pop-up, select the new empty course you want to copy to and click on the Submit button

### 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"/> BB	Blackboard	May 15, 2012		
<input type="radio"/> TEST-Course	MGMT 1000	Apr 16, 2012		

Displaying 1 to 2 of 2 items |

4. Select all of the check boxes under Content Area

**2. Select Copy Options**

\* Destination Course ID

Select Course Materials

Content Areas

- Start Here
- Syllabus
- Course Information
- Course Content
- Weekly Tests/Assessments
- Weekly Critical Thinking Assignments
- SWOT Project Information
- Useful Web Links
- HPU/MCP Resources

5. **SELECT GRADE CENTER COLUMNS AND SETTINGS** and the tools that you are using in your course (**DO NOT SELECT ANY SETTINGS**). If you have Tests, make sure to select Tests, Surveys, and Pools.

If you are copying your Discussions, select "Include only the forums, with no starter posts". This will only copy the forums and no posts from your previous students.

**WARNING!** If the copied sections of the course include links to materials that you do not copy into the destination course, the links will break in the destination course. For example, if a course area links to a test but you do not copy the assessments, the link to the test will break. After copying, edit the destination course to update or remove any broken links."

The screenshot shows a list of course settings. The following items are checked:

- Discussion Board
  - Include only the forums, with no starter posts (highlighted with a red box)
- Grade Center Columns and Settings
- Tests, Surveys, and Pools

The following items are unchecked:

- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Enrollment Options
  - Language Pack
  - Navigation Settings
- Tasks
- Wikis

Two red text annotations are present:

- "IF YOU HAVE ASSIGNMENTS AND DEPLOYED TESTS, SELECT GRADE CENTER COLUMNS AND SETTINGS" (positioned to the right of the 'Grade Center Columns and Settings' checkbox)
- "DO NOT SELECT ANY SETTINGS" (positioned to the right of the 'Settings' section, enclosed in a red box)

- Under the File Attachments section, keep the default options.

**3. 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

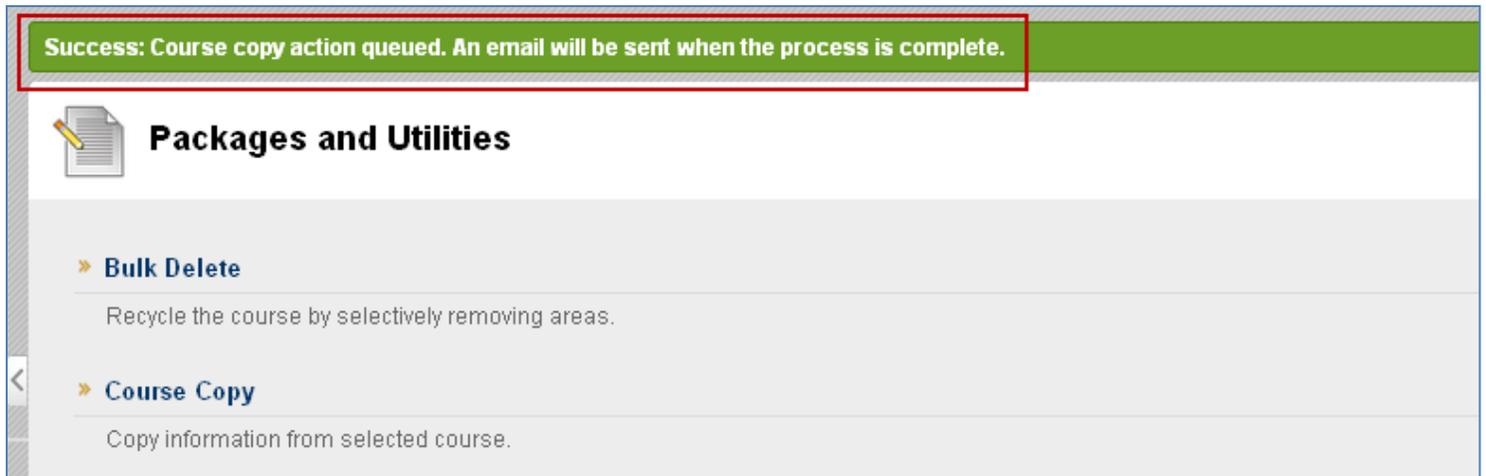
- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

- Click the Submit button

**5. Submit**

*Click Submit to proceed. Click Cancel to quit.*

Along the top of the Packages and Utilities page, there will be a green band with the message, “Success: Course copy action queued. An email will be sent when the process is complete”.



The screenshot shows a web interface with a green success message at the top: "Success: Course copy action queued. An email will be sent when the process is complete." Below this is a section titled "Packages and Utilities" with a document icon. There are two main options listed:

- Bulk Delete**: Recycle the course by selectively removing areas.
- Course Copy**: Copy information from selected course.

Although you received the email confirmation, please be patient. Checking your course, you may see that it doesn't look like the course has been copied. **DO NOT TRY TO COPY AGAIN.** If you do try to copy again, nothing will be overwritten, but there will be duplication of links from your course (i.e. 2 Discussion links, 2 Course Information links, etc.).

All course users have Read privileges for content collection items that the course links to. When you copy a course, Blackboard automatically update permissions for content collection item in all course areas except assessments.

## Post Course Copy Clean Up

By default, all new Blackboard courses are pre-populated with a default Course Menu.

▼ **201320: Spring 2013, Bb-1000-B, Blackboard Training** 

Announcements

Syllabus 

Course Content 

Discussions

Course Mail

My Grades

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[HPU Colleges](#)

[HPU Resources](#)

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[HPU Help Desk](#)

When you copy a course to a new Blackboard course shell, the existing course menu isn't overwritten. The menu links from the course that was copied is added to the bottom of the existing menu.

▼ **201420: Spring 2014, Bb-1000-B, Blackboard Training** 

- Announcements
- Syllabus
- Course Content
- Discussions
- Course Mail
- My Grades

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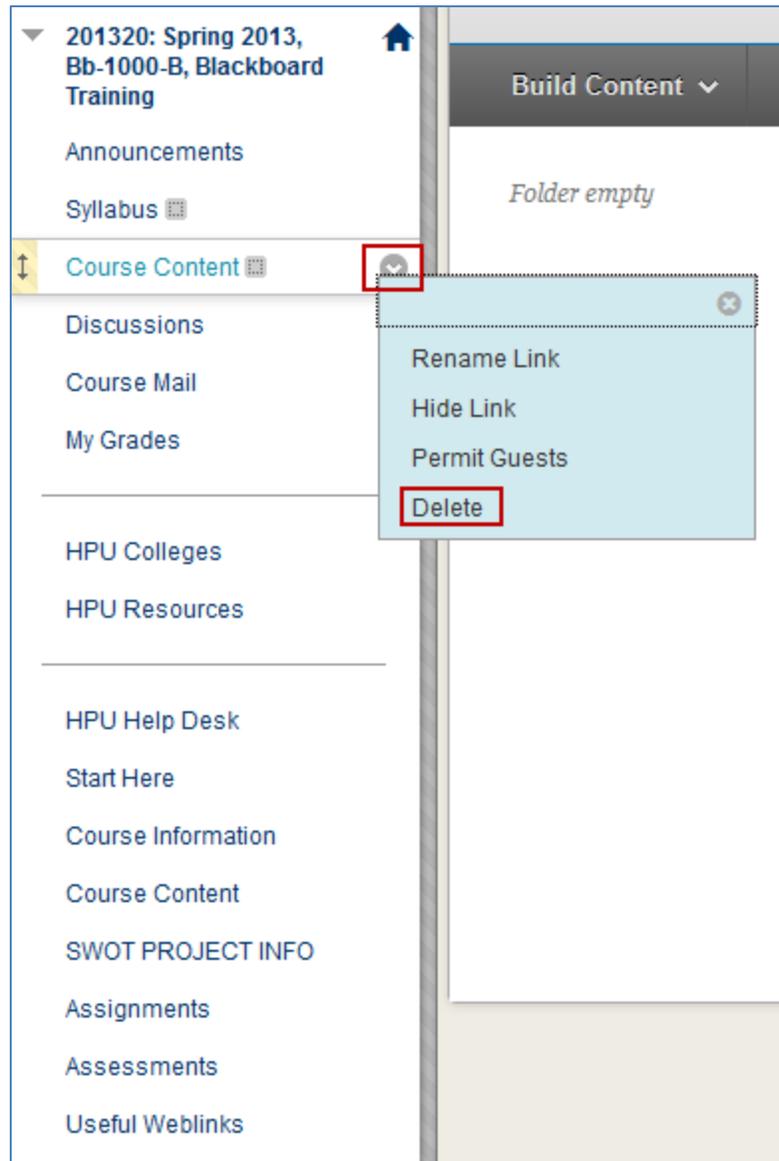
- HPU Colleges
- HPU Resources

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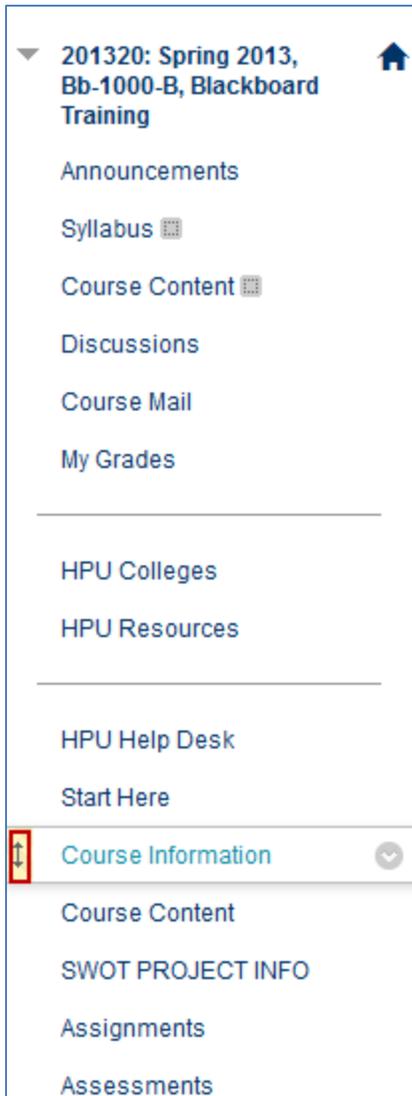
- HPU Help Desk
  - Start Here
  - Course Information
  - Weekly Tests/Assessments
  - Weekly Critical Thinking Assignments
  - SWOT Project Information
  - Useful Web Links
  - HPU/MCP Resources

To avoid confusion, any unused course menu links not being used should be deleted. To delete a course menu link:

1. Put your cursor over the course menu link until the drop down arrow appears and select it
2. Click on Delete from the expanded menu



You can then rearrange your course menu by putting your cursor over to the left of a course menu link until you see up and down arrow. Click on that arrow, and drag it to the location where you want to move the course menu link.



The image shows a screenshot of a Blackboard course menu. The menu is titled "201320: Spring 2013, Bb-1000-B, Blackboard Training" and includes a home icon. The menu items are: Announcements, Syllabus, Course Content, Discussions, Course Mail, My Grades, HPU Colleges, HPU Resources, HPU Help Desk, Start Here, Course Information, Course Content, SWOT PROJECT INFO, Assignments, and Assessments. A red box highlights the "Course Information" link, which has a small up and down arrow icon to its left, indicating it is a drag handle.