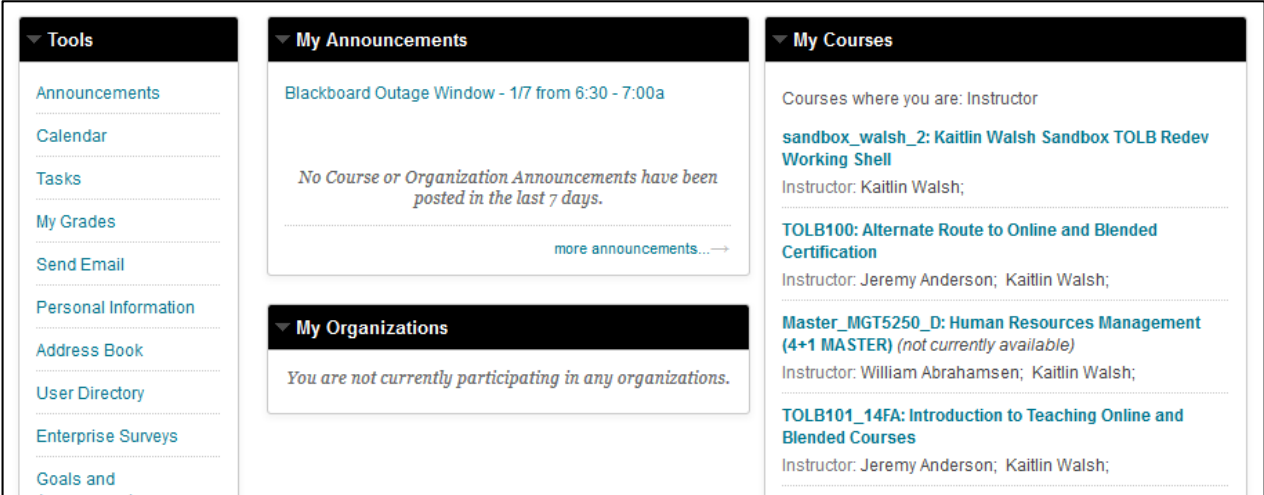


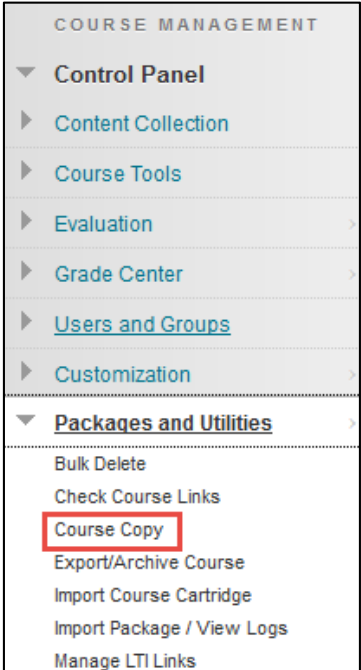
Copying a Course into a New Shell

As each semester begins you may wish to copy content from a prior iteration of your course into your new shell. The **Course Copy** function allows you to move your content forward without carrying over enrollments and student work. This document outlines the steps for copying a full course using Blackboard’s Course Copy function.

1. Log into Blackboard and click to enter the course that contains the content you want to copy. This is the “originating” course. **Note:** You must be enrolled as an instructor in this course.



2. Once inside your originating course, locate the Control Panel. Click on the **Packages & Utilities** button and select **Course Copy**.



- The Course Copy page will load. Press the **Browse** button to search for your “destination course.” Note: you must be enrolled as an instructor in the destination 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](#)

1. Select Copy Type

Select Copy Type

2. Select Copy Options

* Destination Course ID 

Select Course Materials

Content Areas

Syllabus & Course Info

- A dialogue box will open to list all of the courses in which you are an instructor. Click the radio button next to your destination course and press the **Submit** button at the bottom of the page.

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"/> Master_EC05210	Managerial Economics (MASTER)	Dec 5, 2014	walsh208036 f0000032737	Walsh, Kaitlin Rogers, John
<input type="radio"/> Master_MGT5250_D	Human Resources Management (4+1 MASTER)	Dec 5, 2014	walsh208036 temp-abrahamsen	Walsh, Kaitlin Abrahamsen, William
<input type="radio"/> Master_MGT5290_D	Prof Devl Seminar III - Excel & Project Management (4+1 MASTER)	Dec 5, 2014	walsh208036 f0000030059	Walsh, Kaitlin Barron, Thomas
<input type="radio"/> Master_MGT6410	Strategic Management (MASTER)	Dec 5, 2014	f0000030059	Barron, Thomas

5. You will be returned to the Course Copy form and the Destination Course field will be filled.

Press the button to **Select All** of the course contents for copying. Alternately, you can select individual pieces of the course to copy by checking specific boxes.

Copy Course

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Cancel Submit

1. Select Copy Type

Select Copy Type Copy Course Materials into an Existing Course ▾

2. Select Copy Options

* Destination Course ID Master_MGT6410_D Browse...

Select Course Materials

Select All Select All

Content Areas

- Syllabus & Course Info
- About the Instructor

6. With all of the desired content selected, press the **Submit** button to initiate the course copy. An email will be sent to your AIC address when the copy is completed.

Important Points to Remember when Copying Your Course

- The course copy process is not immediate. Be sure to wait until you receive an email confirmation before working on the rest of your course. If you do not receive an email, submit a Help Desk ticket at <http://webhelpdesk.aic.edu>. Do not attempt to re-copy the course, as this may result in duplicate content.
- Course copies can create duplicate menu buttons or Grade Center items. Be sure to check **all** course menu buttons and the Grade Center to locate your content or delete duplicates.
 - Course menu buttons that do not contain any items will have a grey box next to the button name. This indicates that these buttons are safe to delete.
 - If you have duplicate Grade Center columns, click on the drop-down menu next to the item header. If there is an option to delete, then the column is safe to delete. If you only see options to hide the column, then this column should remain in the Grade Center.