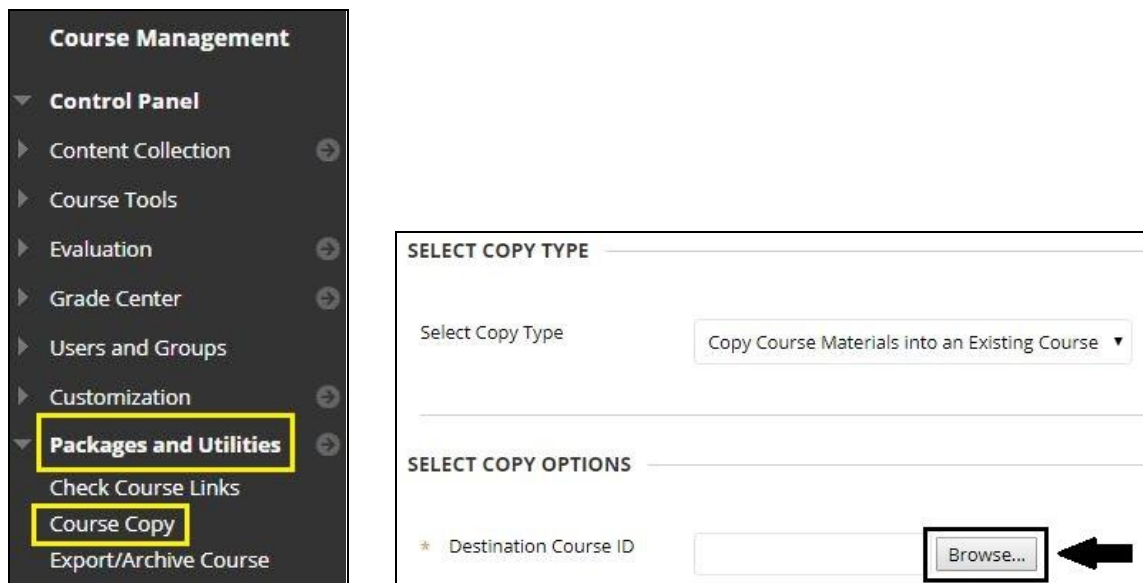


Course Copy

The *Course Copy* feature can make an exact copy of the course. This feature can also make a copy of some of the materials to create a new course or add the materials to an existing course.

1. Login to the course containing content. Verify you are in the correct course. Check semester, year, course number, and source content.
2. Under *Control Panel*, expand **Packages and Utilities**.
3. Select **Course Copy**.
4. For **Destination Course ID**, press the **Browse** button to select the course where you want to add content. Verify that you have selected the correct course. Check semester, year, course number, typically blank course.



The image shows a dark-themed navigation menu on the left and a light-themed form on the right. The menu includes 'Course Management' with sub-items: 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities' (highlighted with a yellow box), 'Check Course Links', 'Course Copy' (highlighted with a yellow box), and 'Export/Archive Course'. The form is titled 'SELECT COPY TYPE' and has a dropdown menu set to 'Copy Course Materials into an Existing Course'. Below this is a section titled 'SELECT COPY OPTIONS' with a text input field for 'Destination Course ID' and a 'Browse...' button (highlighted with a black box and an arrow pointing to it).

5. Press **Select All** to copy your course content to the destination course.
6. Under *Select Copy Options*, uncheck **Announcements**.
7. Under *Discussion Board*, select **Include only the forums, with no starter posts**.
8. Under *Settings*, leave **Availability** unchecked.
9. Under *File Attachments*, select **Copy links and copies of the content**.
10. Press **Submit**.

Select Course Materials

Select All Unselect All

Content Areas

- Home Page
- Welcome - Start Here
- Syllabus
- Course Content

Adaptive Release Rules for Content
User criteria will not be captured if enrollments are not captured if the Grade Center columns and settings are not captured.

Announcements

Attendance

Blogs

Calendar

Contacts

Content Alignments

Discussion Board

- Include starter posts for each thread in each forum
- Include only the forums, with no starter posts

Glossary

Grade Center Columns and Settings

Group Settings

Journals

Retention Center Rules

Rubrics

Settings

Availability

11. Blackboard displays a **Success: Course copy action queued. An email will be sent when the process is complete** message. This means the copy is not complete, but the request has been sent to the server.
12. **WARNING:** Do not perform a Course Copy multiple times into the same course as this process is *additive*. If you experience a problem copying your course, contact ceionlinelearning@cei.edu.