Copy a Blackboard Container

Follow these steps to copy one Blackboard container to another. This can be useful that the beginning of the semester when you copy your old Blackboard class information into a new course container.

Start in the old course container

This step is **CRITICAL!** Make sure you **start this process in the container that has the course information you want to copy from**. This would be the **old course**, the one with the content already in it.

1. To get to the old course, click the **Welcome tab**
2. Select the old course from the **My Courses** list

For example it's the start of the Fall 2010 semester and you want to copy your course content from your Spring 2010 semester container into the Fall 2010 container. You will start this process in your Spring 2010 container where your course content resides.

You can tell which semester you're accessing by looking at the Course ID. The Course ID looks something like this: 2010SU-ENGL-120-1234

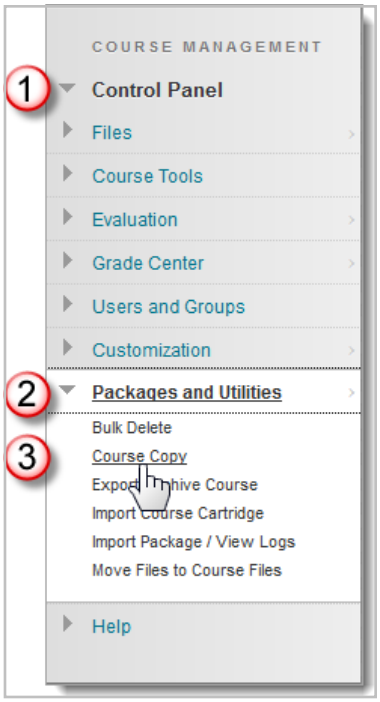
In this example:

- The first four numbers are for the year, in this case, 2010.
- The second two letters are for the semester. SU is for summer, SP for spring, FA for fall.
- Then comes the course discipline and level. In the example ENGL-120 is for English 120.
- The last four numbers are the section number.

Make sure you're in the **old course when you start the course copy**, and write a note for yourself before you start with the Course ID of the new course you want to copy the old course into. You will need that information in a later step.

Begin Course Copy

1. Refer to the **Control Panel**
2. Click on **Packages and Utilities** to expand that menu
3. Click on **Course Copy**



Copy Type stays the same

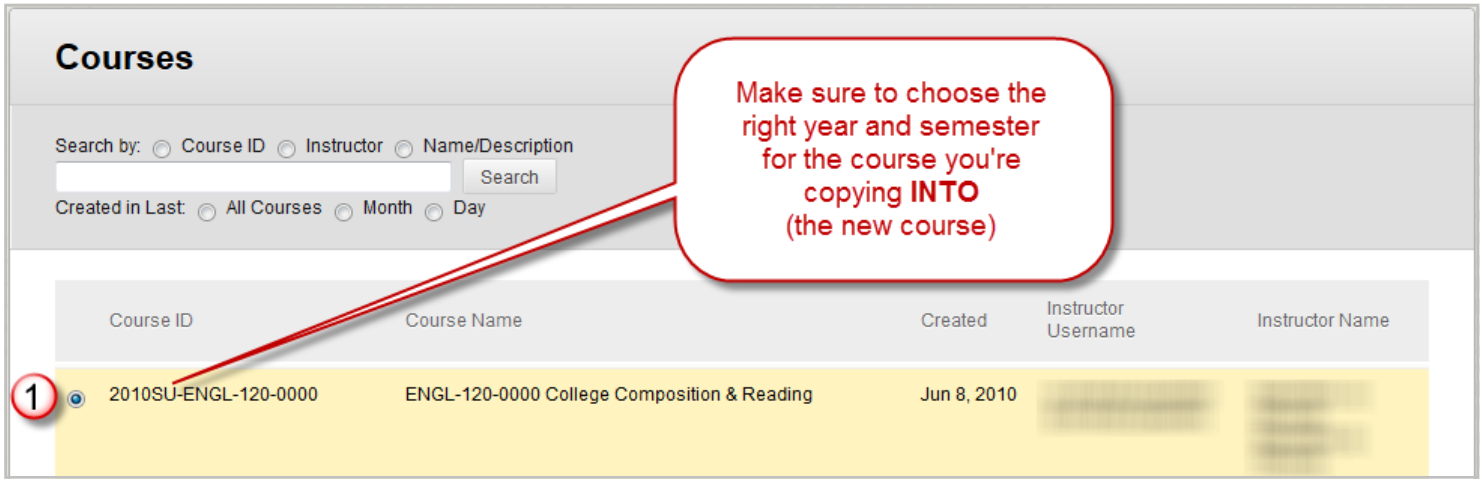
There is only one option for the Copy Type in step one, so there is nothing to change here.

Browse for Destination Course

Click the **Browse button** to get a list of your courses.

Select Destination Course

1. A new window will open that lists all of the courses that you are currently an instructor for. Click the **radio button** to the left of the **Destination Course** (the New Course) that you want to have your content copied **INTO**.
2. Scroll to the bottom and click the **Submit** button when you have made your selection.



Verify Destination Course ID

After you select the destination course, that window will close and the Course ID of the course you select will appear in the **Destination Course ID** field. **Verify** that the semester and the section number for the course you selected is the correct course you want to copy content **INTO (the new course)**.

Choose items you want copy

Click Select All to select all the recommended items to copy. Then uncheck "Faculty Read This!" because you already have that in the new course. Leave the Settings section with the default selections set. Keep in mind that you can cause errors if you don't copy items like the Grade Center, Tests, Surveys and Pools, or Settings.

See http://www.gcccd.edu/online/faculty/course-copy-in-depth.html for more detailed information about the effects of each of these selections.

Select Course Materials

Select All | Unselect All

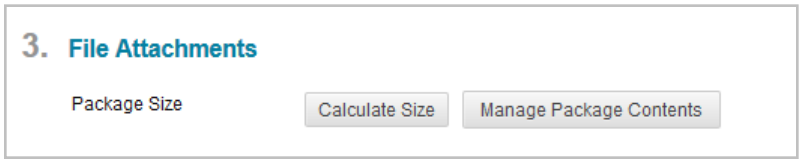
- [x] Content Areas
  - [x] Syllabus
  - [x] Assignments
  - [x] Online Resources
  - [x] Help
  - [ ] Faculty Read This!
- [x] Adaptive Release Rules for Content
- [x] Announcements
- [x] Blogs
- [x] Calendar
- [x] Collaboration Sessions
- [x] Contacts
- [ ] Content Alignments
- [x] Discussion Board
  - (•) Include starter posts for each thread in each forum (anonymized)
  - ( ) Include only the forums, with no starter posts
- [x] Glossary
- [x] Grade Center Columns and Settings
- [x] Group Settings
- [x] Journals
- [x] Retention Center Rules: On Import or Copy, existing rules will be replaced with imported/copied rules
- [x] Rubrics
- [x] Settings
  - [ ] Availability
  - [x] Banner Image
  - [ ] Course Guest Access
  - [ ] Course Observer Access
  - [ ] Duration
  - [ ] Enrollment Options
  - [x] Language Pack
  - [x] Navigation Settings
- [x] Tasks
- [x] Tests, Surveys, and Pools
- [x] Wikis

Select All

(except Faculty Read This!)

Skip File Attachments

You can skip this step. No changes need to be made here.



Submit

Click the **Submit button** to begin the copy process.

Wait for email, then wait 10 more minutes

Blackboard will send you an email when it has completed copying the course into your new container. Depending on the number of requests, this can take up to an hour, but will more likely be about 10 minutes. When you receive the email that says that the operation has completed, wait another 10 minutes before you will see your complete content in your course. After that you can go to your new course and verify that the process was successful.