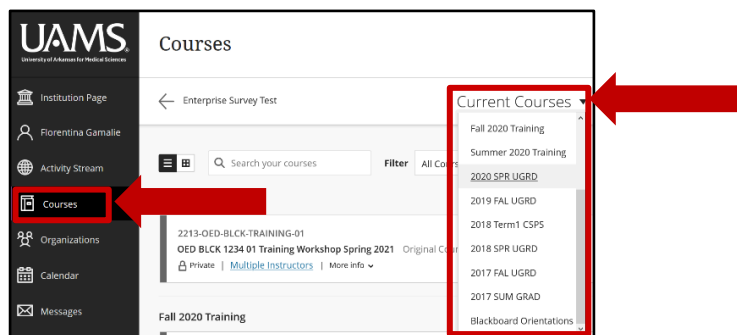


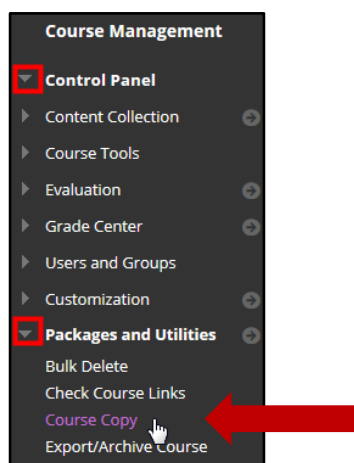
How to Copy Content Into a New Course

A new Blackboard course will be created each semester for all active courses as determined by the Registrar's Office. The process described in this document allows instructors to copy content from an **old course** to the **newly created course** shell.

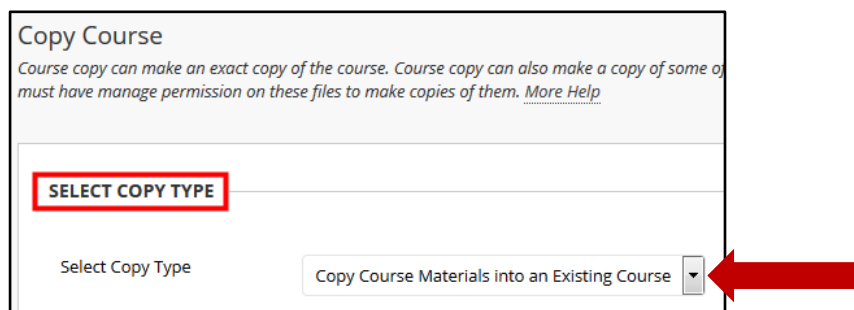
1. You should be enrolled as an instructor for both the old course and the new course. On the **Courses** page look for the term of the old course. Find the **old course** and click on its name to get in the course.



2. In the left-hand course menu of the **old course**, navigate to **Course Management > Control Panel > Packages and Utilities** and select **Course Copy**.



3. You will now be in the Copy Course area. In the Select Copy Type dropdown menu, select **Copy Course Materials into an Existing Course**.



How to Copy Content Into a New Course

4. Click **Browse** for the Destination Course ID.

SELECT COPY OPTIONS

* Destination Course ID

5. **Select the destination course** and click **Submit** at the bottom of the page.

Courses

Search by: Course ID Instructor Name/Description
Spring 2018
Created in Last: All Courses Month Day

COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
<input checked="" type="checkbox"/> 2183-CHP-AUDI-5073-001-02371	CHP AUDI 5073 001 Advanced Diagnostic Audiology Spring 2018	Jan 5, 2018	student01	Doe, John

Displaying 1 to 1 of 1 items |

Note: Use the Search option to narrow the choices for the destination course.

6. You should now see the new course's ID as the Destination Course ID. **Please double-check to make sure this is correct.**

CHP AUDI 5073 001 Advanced Diagnostic Audiology Spring 2017 (Source course = Old course)

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of your content. You must have manage permission on these files to make copies of them. [More Help](#)

SELECT COPY TYPE

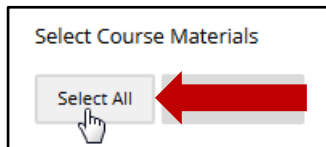
Select Copy Type: Copy Course Materials into an Existing Course

SELECT COPY OPTIONS

* Destination Course ID: 2183-CHP-AUDI-5073-001-0 (Destination course = New course)

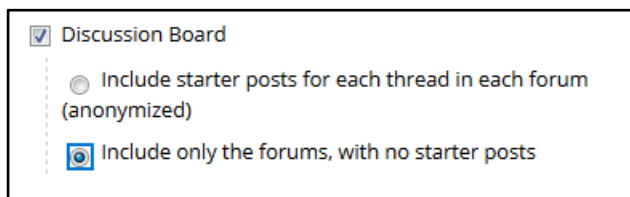
How to Copy Content Into a New Course

7. Under Select Course Materials choose **Select All**.

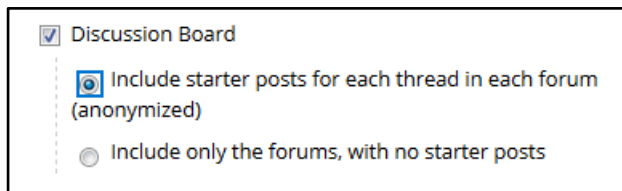


Note: If you decide you do not need to copy certain items (such as Announcements), please deselect the items you do not need to copy over in the new course.

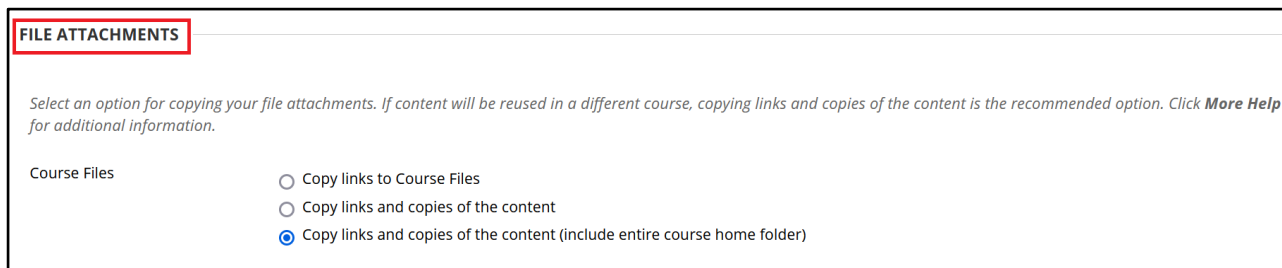
8. For **Discussion Board**, select **Include only the forums, with no starter posts** if you need no information from the previous course.



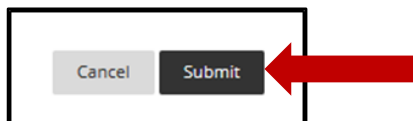
If you need the information from the previous Discussion Board, **you can select Include starter posts for each thread in each forum** (this will not include replies). When you open the new course, you will have an option to set the author of the posts.



9. In the **File Attachments** area, keep the option selected by default.



10. Click **Submit**.



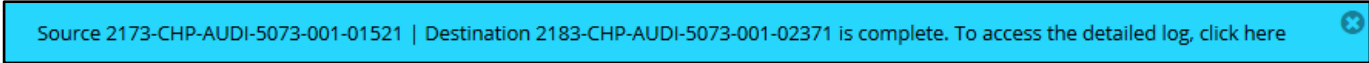
How to Copy Content Into a New Course

11. A notification that the process is queued displays.

A purple notification banner with a close button in the top right corner. The text reads: "Success: Course copy action queued. An email will be sent when the process is complete."/>

Success: Course copy action queued. An email will be sent when the process is complete.

12. In your Course List on the MyUAMS tab, the new course will show the status of the copy as a work in progress. After the copy process is complete, a detailed log will be available.

A blue notification banner with a close button in the top right corner. The text reads: "Source 2173-CHP-AUDI-5073-001-01521 | Destination 2183-CHP-AUDI-5073-001-02371 is complete. To access the detailed log, click here" followed by a link icon.

Source 2173-CHP-AUDI-5073-001-01521 | Destination 2183-CHP-AUDI-5073-001-02371 is complete. To access the detailed log, [click here](#)

13. You will receive an email regarding the completion of the copy process to your UAMS address.

