

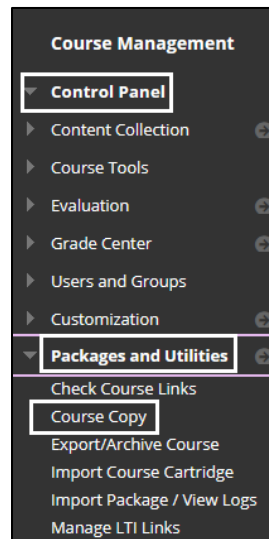


Course Copy Instructions

Reusing course materials is a common practice and a time saving method for instructors who do not choose to create a course from scratch each semester. Blackboard allows instructors to copy an entire course at once using the **Course Copy** feature.

Using the Course Copy Method

1. Log into Blackboard and access the course where the materials you wish to copy reside. For example, if you want to copy from your Spring 2021 course to your Fall 2021 course, you will access your **Spring 2021 course**
2. In the lower left, access the **Course Management - Control Panel**. Click on **Packages and Utilities** to expand the menu. Select **Course Copy**



3. On the **Course Copy** page, under **Select Copy Options** > select the **Destination Course** by clicking the **Browse** button. A separate box will pop up and this is where you will select the course where these materials will be copied

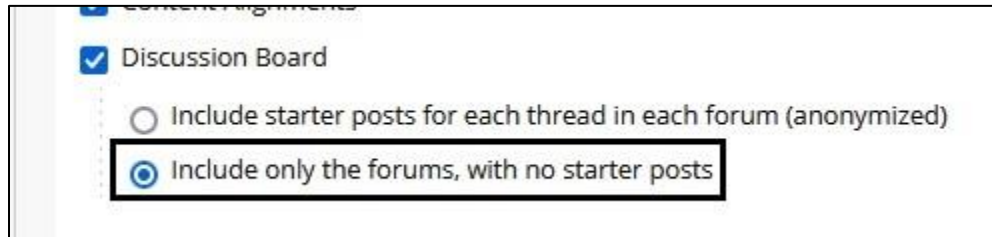
Note: Make sure to select the correct **Semester and Course**. Once selected, press the **Submit** button to return to Course Copy page.

<input type="radio"/>	JJC01_DRA_213_01_1202_1	2020 Spring Term (1) Acting I DRA 213 01[8276] (John Jay College)	Nov 6, 2019
<input type="radio"/>	JJC01_DRA_213_02_1209_1	2020 Fall Term (1) Acting I DRA 213 02[2810] (John Jay College)	Jun 3, 2020
<input checked="" type="radio"/>	JJC01_DRA_213_02_1219_1	2021 Fall Term (1) Acting I DRA 213 02[41632] (John Jay College)	Jun 23, 2021

4. Under **Select Course Materials** > click on the **Select All** button to highlight all content areas and tools.

Special Note: John Jay Blackboard Support **highly** recommends that **Select All** is chosen under **Select Course Materials**. To copy assessments properly, multiple fields must be selected such as the content area, Grade Center and Columns settings, and Tests, Surveys and Pools, for example. Not selecting these options together can cause breaks in the Grade Center and errors in copying. The **Select All** option will copy over everything, anything not needed can be deleted in the new course.

Note: If **Discussion Board forums** are being copied and starter posts by the instructor are **NOT** being used, it is recommended to select **Include only the forums, with no starter posts**. Otherwise, the threads from the previous semester students will be copied over and must be deleted manually in EACH forum in the new course.



A screenshot of a Blackboard interface showing options for copying content. The 'Discussion Board' option is checked with a blue checkmark. Below it, there are two radio button options: 'Include starter posts for each thread in each forum (anonymized)' and 'Include only the forums, with no starter posts'. The second option is selected and highlighted with a black rectangular box.

5. Do **NOT** check off the Copy Enrollment box. This will copy your previous semesters enrollment into your new course.



A screenshot of a Blackboard interface showing the 'ENROLLMENTS' section. The title 'DO NOT SELECT THIS OPTION' is prominently displayed in bold. Below the title, there is a line of small text: 'Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.' At the bottom, there is a checkbox labeled 'Include Enrollments in the Copy' which is currently unchecked.

6. Click **Submit button** to begin your course copy.

Once a Course Copy is Complete

You will receive an email when the course copy is complete. If you receive the email and do not see materials in your course **DO NOT** copy your course again. Please contact John Jay Blackboard Support at blackboard@jjay.cuny.edu

Any content areas that are not default to the course menu template will appear at the **BOTTOM** of the Course menu when copied into a new course. You can move them up the Course menu by dragging and dropping or using the orientation arrows at the top of the menu.

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu