Here are the steps to copy a Blackboard Course site (Watch Video)

<table>
<thead>
<tr>
<th>How to Copy a Course</th>
<th>1. Go to the Control Panel</th>
<th>Packages and Utilities</th>
<th>Course Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>As you are developing materials in Blackboard, at some point, you will need to copy materials from one course to another. This may be copying one of the sites with your first and last name into a five digit CRN site you will use with students. Or you may wish to copy the previous semester’s 5 digit CRN site into a new semester’s course to use with students.</td>
<td>1. In the Control Panel (under the left hand course tools menu), click the Packages and Utilities option to expand the menu.</td>
<td>2. Under Packages and Utilities select the Course Copy option.</td>
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<tr>
<td><strong>When is it safe to copy from my Development site, (the site with my First and Last Name) to my live course (the site with a five digit CRN)?</strong></td>
<td></td>
<td></td>
<td>3. This opens the <strong>Copy Course</strong> Screen</td>
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<tr>
<td>It is safe to begin working in your delivery site when you are sure that your class will run, and is not going to be cancelled.</td>
<td></td>
<td></td>
<td><strong>Copy Course</strong></td>
</tr>
<tr>
<td><strong>To copy a Blackboard Course, you must enter the course that contains the course materials that you want to copy.</strong> This might be your development site (first name, last name), or the previous semester site.</td>
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<td></td>
<td>Course copy can make an exact copy of the course materials to an existing course. You must have</td>
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</tbody>
</table>
### 4. Select Course Materials to copy

Next, you need to **Select Course Materials** to copy into the new course. **If you want an exact copy of the content in your site, normally you will select all of the Course Materials available in your Course Site. There is a convenient select all button located below Select Course Materials.**

- Click this button to select the appropriate materials to be copied into the new site.
- After you have selected all, everything will be selected except Course Guest Access, and Course Observer Access, which are settings that cannot be copied.

#### If you are using the Discussion Board, you will need to decide which discussion board copy setting to use:

- **Include Starter Posts for Each Thread (anonymized):** Will copy the first post in each forum, with the word anonymous.
- **Include only the forums with no starter posts:** Copies only the Blackboard discussion forums, and no posts.

After selecting your Discussion board settings, you are ready to move on to the File Attachments section.

### 5. File Attachments

In the File attachments section, **ensure that the third Option Copy links and copies of the content (include entire course home folder) is selected. This option is the default, but please check the setting to be option #3 is selected.**

This will copy all course files from one course to another, and will ensure that all of your content remains intact as you copy courses from semester to semester.

- **Do Not check** Enrollments **in the copy in the enrollments section!** Your enrollments are already in your new course. If you check this box, you will be copying the students from your old course into the new course!
7. Click Submit

After you have completed all of the steps above, click the Submit button at the bottom of the screen.

You will see a success message at the top of the screen indicating that your course is in the copy queue.

8. Wait for Confirmation Email

It may take a while for the site to copy if the site is large, so please refrain from copying the site more than once. This will lead to a messy blackboard site with duplicated content and menu items.

When your site has finished copying, you will receive an email at your Montgomery College email address indicating that the site was copied.

This email will have a subject line, Course Copy process complete.

An example of the email is shown below.

9. Begin working in your new course, and remove any duplicate items

Begin working in your new course, and remove any duplicate items (continued)

After you have received your Course Copy email, you may begin working in the new course that you just copied, and ignore the older site.

When you first enter the course that you have copied, you will have two syllabus links on your left hand course menu. This is completely normal, and is a quirk of the course copy feature.

One of the links will contain your actual course syllabus; the other syllabus link will be empty.

You will need to check both syllabus links, as there is no way to be certain which link is empty on the course menu.

Once you have determined which syllabus is empty, you may delete the empty syllabus link.

To remove the extra syllabus: Click the action link to the right of the Syllabus, and click delete on the menu that appears.