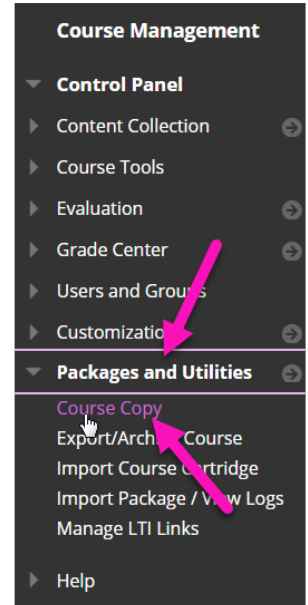
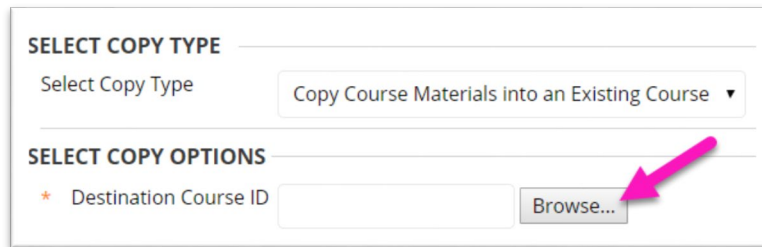


# Copying Your Blackboard Course

Instructors are responsible for copying the content of their courses from one semester to the next. Blackboard course shells are automatically created for any course on the tally in Banner which has an instructor assigned to it who has been trained in Blackboard. The course shell creation process happens shortly after registration opens for a given semester. Semester course shells are blank by default. Once the shells are created, the TRC will send a message to Blackboard faculty letting them know that content can be copied.

## How to Copy a Course

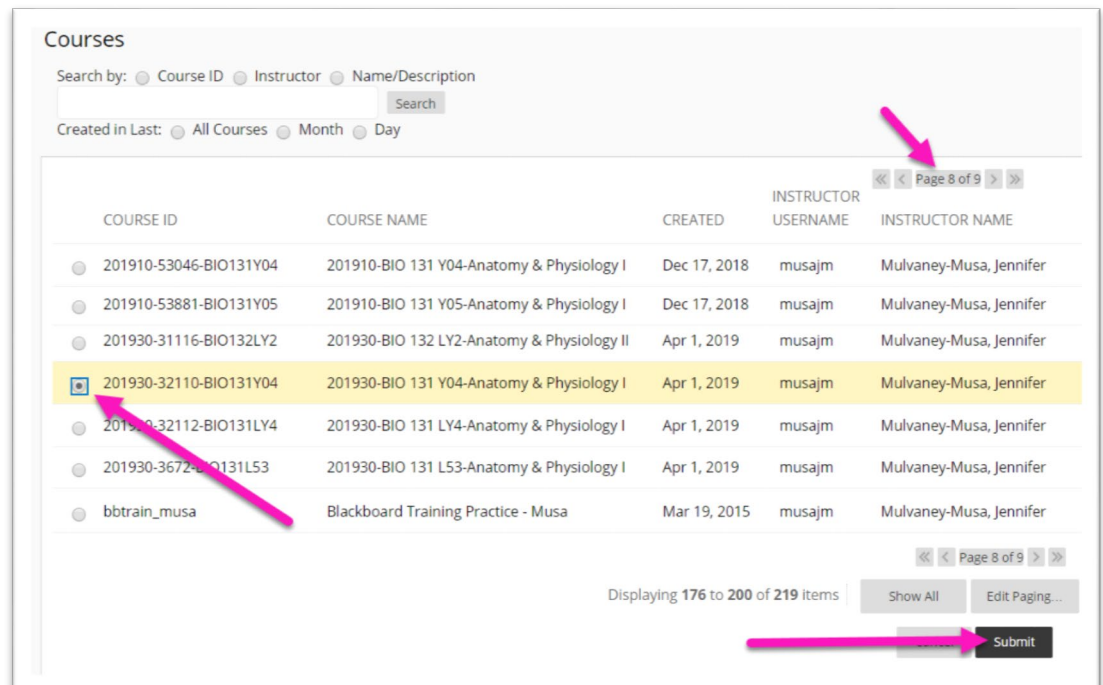
1. Access the course you **want to copy from** (the one with the content in it).
2. On the Course Management panel, expand the Packages and Utilities section and click Course Copy.
3. Make sure **“Copy Course Materials into an Existing Course”** is selected and click the **Browse** button.

4. This will bring up a listing of all courses in the system that list you as an instructor. From this screen, **select the course that you will be copying to**. This is typically the *blank course shell* for the upcoming semester. When finished, click **Submit**.

*Note: There may be several pages of courses to search through.*

*Make sure you are selecting the course for the correct semester, as a course copy into an incorrect course shell can be problematic to fix!*



COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
201910-53046-BIO131Y04	201910-BIO 131 Y04-Anatomy & Physiology I	Dec 17, 2018	musajm	Mulvaney-Musa, Jennifer
201910-53881-BIO131Y05	201910-BIO 131 Y05-Anatomy & Physiology I	Dec 17, 2018	musajm	Mulvaney-Musa, Jennifer
201930-31116-BIO132LY2	201930-BIO 132 LY2-Anatomy & Physiology II	Apr 1, 2019	musajm	Mulvaney-Musa, Jennifer
201930-32110-BIO131Y04	201930-BIO 131 Y04-Anatomy & Physiology I	Apr 1, 2019	musajm	Mulvaney-Musa, Jennifer
201930-32112-BIO131LY4	201930-BIO 131 LY4-Anatomy & Physiology I	Apr 1, 2019	musajm	Mulvaney-Musa, Jennifer
201930-3672-BIO131L53	201930-BIO 131 L53-Anatomy & Physiology I	Apr 1, 2019	musajm	Mulvaney-Musa, Jennifer
bbtrain_musa	Blackboard Training Practice - Musa	Mar 19, 2015	musajm	Mulvaney-Musa, Jennifer

5. In the area to **Select Course Materials**, click the **Select All** button and then make the following adjustments:
- If you do not want Announcements copied from the previous semester, **deselect the Announcements option**.
  - In the Discussion Board area, select the option to **“Include only the forums, with no starter posts.”** If you do not change this, all student discussion postings from the previous semester will be copied over and marked as “anonymous.”
  - Deselect any other options you don’t wish to copy.

**SELECT COPY OPTIONS**

\* Destination Course ID

Select Course Materials

Content Areas

Home Page

Announcements

Attendance

Blogs

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

Glossary

Grade Center Columns and Settings

Group Settings

Journals

Retention Center Rules

Rubrics

6. In the **File Attachments** section, verify that **“Copy links and copies of the content (include entire course home folder)”** is selected.

**FILE ATTACHMENTS**

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

Package Size

7. Leave the **“Include Enrollments in the Copy” UNCHECKED** for a typical semester to semester course copy and click the **Submit** button.

**ENROLLMENTS**

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.

Enrollments

- Include Enrollments in the Copy

Click **Submit** to proceed.

You will receive a notice that your Course Copy Request has been submitted and an email will be sent to you when it is complete. This could take some time.

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

## Online@SUNYBroome

Please visit the Online@SUNYBroome website ([www.sunybroome.edu/online](http://www.sunybroome.edu/online)) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

