Copying a Course in Blackboard

Before you begin...

- Check the course links and external links to make sure they are working and there are no duplicate files or tests.
- Consider moving large media files to YouTube, Vimeo, or UTHSC TV to improve the efficiency of your course’s overall performance.

Copying a Course

1. Login to the Bb course you would like to copy. (Content that you want to use for the term.)

2. On the Control Panel, expand the Packages and Utilities section and select Course Copy.

3. You will Copy “Course Material into an Existing Course.”

4. Click on Browse.

5. Select and submit the destination Course ID. (e.g. name of the term course shell)
6. Select the **Course Materials** that you want to copy over.

   A course copy operation can’t be completed if you don’t select at least one of these areas: Content, Contacts, or Settings. If you don’t select one, a warning appears and Blackboard Learn cannot create a new course.

7. In the **File Attachments** section, select the option to copy links to:

   **Copy links and copies of the content:** Make copies of linked files, but only those files that are linked. Files within the course’s home folder that aren’t linked to any content aren’t included in the copy.

8. Click Submit. Be sure to NOT Include Enrollments in the Copy.

   < Do not select this option.

9. Blackboard will send you an email with a tracking log when the course copy is complete. Any warning messages in the log can probably be ignored. If you receive a fatal error please contact us at **bb@uthsc.edu**.

   **Be patient:**
   Depending on the size of your course, the copy could take a few minutes or longer to process.