

How to Copy (or Reuse) Course Content From An Existing Course

Preparation

When building your course using the Kent State Online template, you may decide to integrate some structure or materials from a previous course you have taught online. It is easy to bring over these elements of your previous course by performing a Course Copy.

You have two options for copying content from one course to another. The first option is to do a Course Copy, which copies over course structure and materials in bulk. The other option is to copy over materials individually from one course to another.

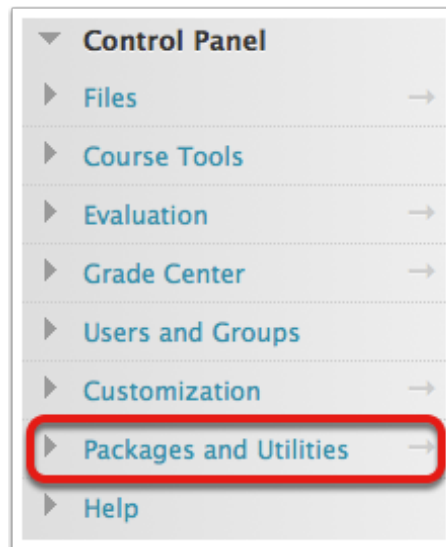
OPTION 1: Course Copy

To get started, you will need to Log in to [Blackboard Learn](#) and open the source course, i.e. the course that contains the materials you would like to copy into the Kent State Online template.

Note: In order to copy course content from one course to another, you must be enrolled as the instructor in both the source and destination courses.

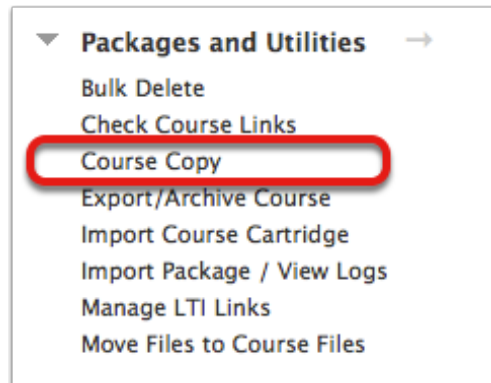
Step 1: Locate the Packages and Utilities Settings in the Control Panel

Once selected, the **Packages and Utilities** menu will expand to reveal more options (pictured in Step 2).



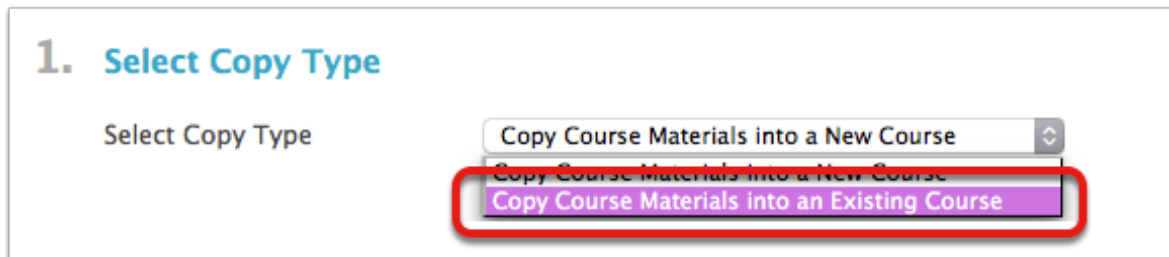
Step 2: Select the Course Copy Option

Once the **Course Copy** option is selected, the copy course page and options will appear.



Step 3: Select Copy Type

The first section of the Copy Course page allows you to select the type of copy you want to complete. Click the drop-down arrow next to **Select Copy Type** and select "**Copy Course Materials into an Existing Course.**" Depending on your Blackboard Learn user rights, this may be the only option you see. Regardless of your options, this is the option that you should select.



Step 4: Click the Browse Button to Select the Destination Course

The Select Copy Options section of the Course Copy page allows you to browse for the destination course. Once you click **Browse**, a new window will appear (pictured in Step 5).

2. Select Copy Options

* Destination Course ID

Browse...

Step 5: Locate and Select Destination Course

The new window will list only courses in which you are enrolled in the Instructor role. Locate and select the radio button next to the desired destination course. If you are enrolled in several courses, you may find it helpful to search for the course using the Course ID, Instructor, or Name. Click the **Submit** button to save your selection.

Courses

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

Course ID	Course Name
<input checked="" type="radio"/> prac.lrogousk-lydiaspractice2.201560	Practice Course 2
<input type="radio"/> prac.lrogousk-lydiaspractice3.201560	Practice Course

Step 6: Select the Content to Copy

Under **Select Course Materials**, you have the option to choose **Select All** or manually select the individual content areas you wish to copy. The options shown below indicate what will be copied if you choose Select All.

Select Course Materials

- Content Areas
 - Course Content
- Adaptive Release Rules for Content
User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.
- Announcements
- Blackboard Collaborate Voice Authoring
- Blackboard Collaborate Voice Board
- Blackboard Collaborate Voice Podcaster
- Blackboard Collaborate Voice Presentation
- Blogs
- Calendar
- Contacts
- Content Alignments
- 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
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

Note: Adaptive Release Rules for Content, Announcements, and Calendar are typically date-specific and may require significant updating if you are copying a course that you have already taught. You may wish to unselect this option.

Note: Some options under Settings are NOT selected, even when you click "Select All." These unselected options are tied to specific dates and enrollments. Do not select these options unless you are absolutely certain you need them.

Step 7: Select File Attachments

The **File Attachments** section of the course copy page allows you to select the option for copying your file attachments. If you will be reusing the course content in your destination course, you must select the radio button next to **"Copy links and copies of the content (include entire course home folder)."** Once the radio button is selected, you will notice that Package Size options appear. It is not necessary for you to do anything with these options.

3. 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 and copies of the content (include entire course home folder)

Package Size

Step 8: Click Submit to Begin the Course Copy Process

Find the **Submit** button located at the bottom of the Copy Course Page. When you select this button, the copy process will begin.

Submit

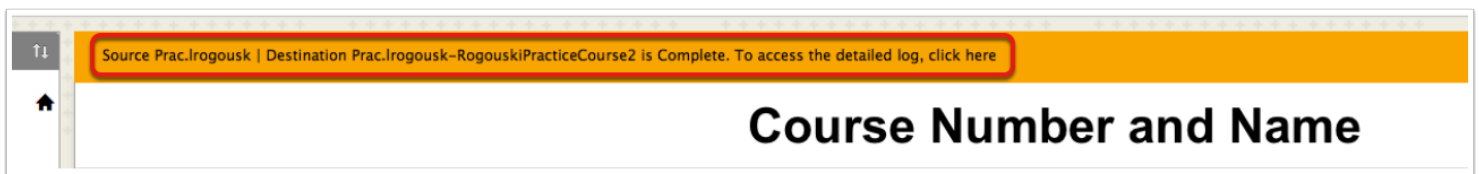
*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel **Submit**

Step 9: Wait for the Copy Process to Complete

Blackboard Learn will automatically update the progress of the course copy. When viewing your course list in Blackboard Learn, you should see a message just after the name of the destination course indicating the progress of the course copy. The message may read "Destination [course name] is Running" or "Destination [course name] is writing." Once the message(s) are no longer present, the copy is complete. You should also receive an email in your KSU email account confirming the course copy is complete. Check your junk folder if you do not find the confirmation message in your inbox.

Do not access the destination course before the copy is complete as you may interrupt the process. When you access the destination course after the copy process is complete, you will see a notification at the top of the home page.



The screenshot shows a notification banner at the top of a page. The banner is orange and contains the text: "Source Prac.Irogousk | Destination Prac.Irogousk-RogouskiPracticeCourse2 is Complete. To access the detailed log, click here". Below the banner is a table with a single header row. The header text is "Course Number and Name".

Step 10: Cleaning up

Once the course copy process is complete, you will need to clean up the course menu and create a new banner for your course. For tutorials on how to do this, see the [Build](#) section of the Kent State Online Framework on the [Kent State University Online Teaching](#) website.

There may be an additional Total Column and/or Weighted Total Column in your Grade Center after importing your existing course. These should be removed to prevent confusion for you and the students.

Instructional materials on how to remove and navigate your Grade Center can be found in the [Resources for Faculty](#) area of the [Kent State Blackboard Online Learning](#) website.

OPTION 2: Copy Items Individually

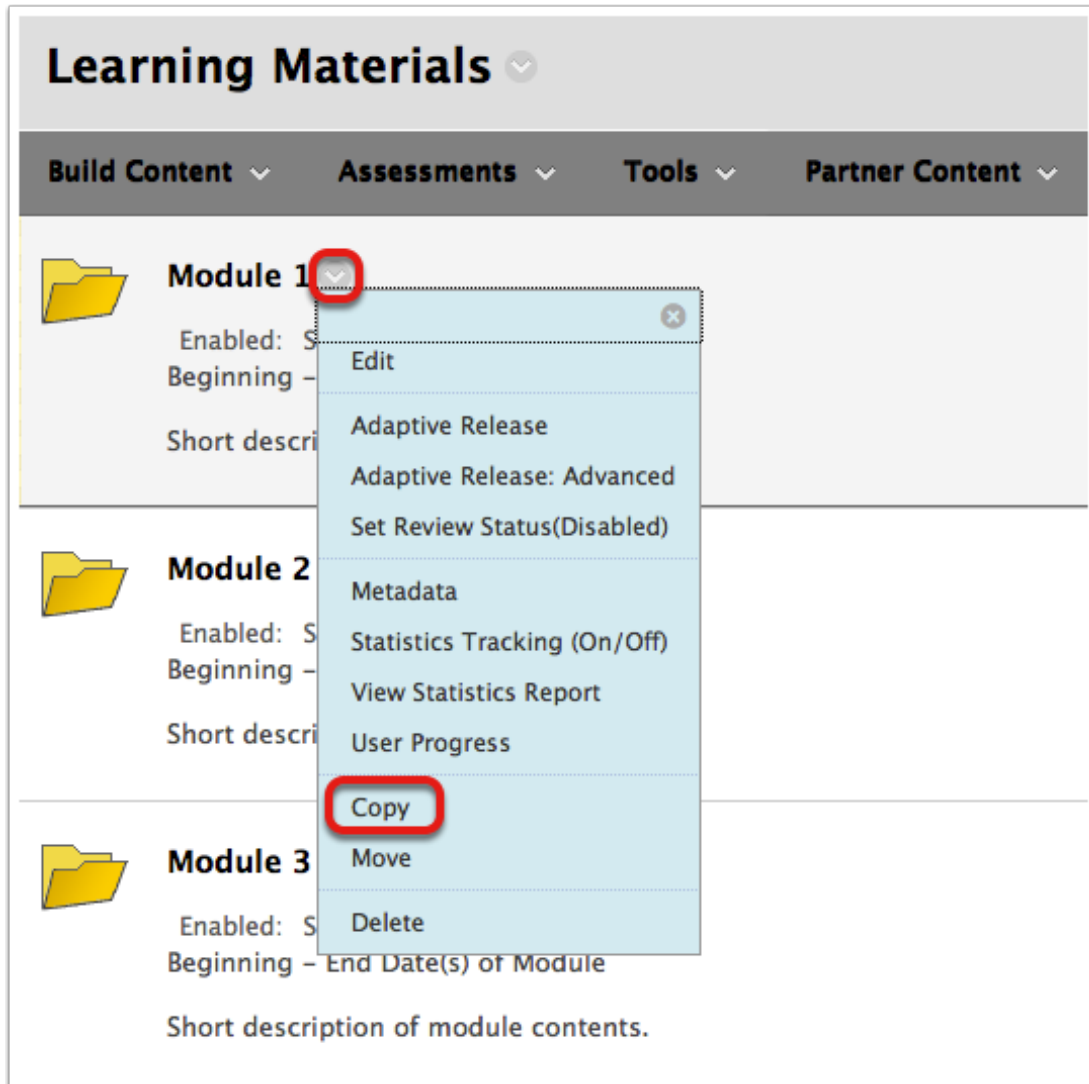
To get started, you will need to Log in to [Blackboard Learn](#) and locate the item in the source course, i.e. the course that contains the material you would like to copy into the Kent State Online template.

Note: In order to copy course content from one course to another, you must be enrolled as the instructor in both the source and destination courses.

Also, it is not possible to copy tests/assessments individually. To copy tests/assessments, you must use the Course Copy option above and, at the minimum, select the "Tests, Surveys, and Pools" box in Step 6 of those instructions. You will then manually redeploy each test or assessment in the new course after the copy completes.

Step 1: Navigate to the Item to be Copied and Click the Options Icon

A new drop-down menu will appear. Select "Copy" from this menu.



Step 2: Select the Destination Course

Click the drop-down menu next to Destination Course to view a list of courses in which you are enrolled in the Instructor role. Select the course into which you'd like to copy the item.

2. Destination

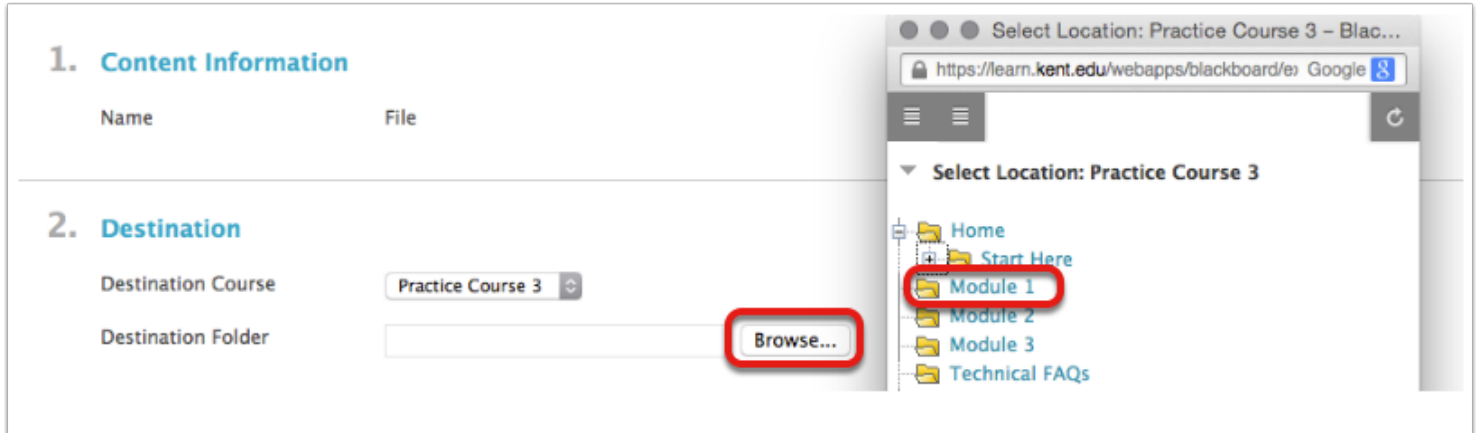
Destination Course

Destination Folder

Create links for items which cannot be copied Yes No

Step 3: Select the Destination Folder

Click the "Browse..." button to bring up a box with the destination course folder structure. Click the location where you'd like your copied item to reside in the destination course.



Step 4: Click Submit

Click Submit to copy the item to the new course. You will then be able to navigate to the new course and access the item.

1. Content Information

Name	File
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2. Destination

Destination Course

Destination Folder

3. Submit

*Click **Submit** to proceed. Click **Cancel** to go back.*

Need additional help?

Downloadable training documents as well as links to support materials can be found in the [Resources for Faculty](#) area of the [Kent State Blackboard Online Learning](#) website.

For any assistance with Blackboard please visit <http://support.kent.edu> and submit a ticket or call 672-HELP (24x7). Faculty can also make an appointment with the Blackboard Support Center at 241 Stewart Hall (9:00 am-5:00 pm) by filling out a [Request Form](#).