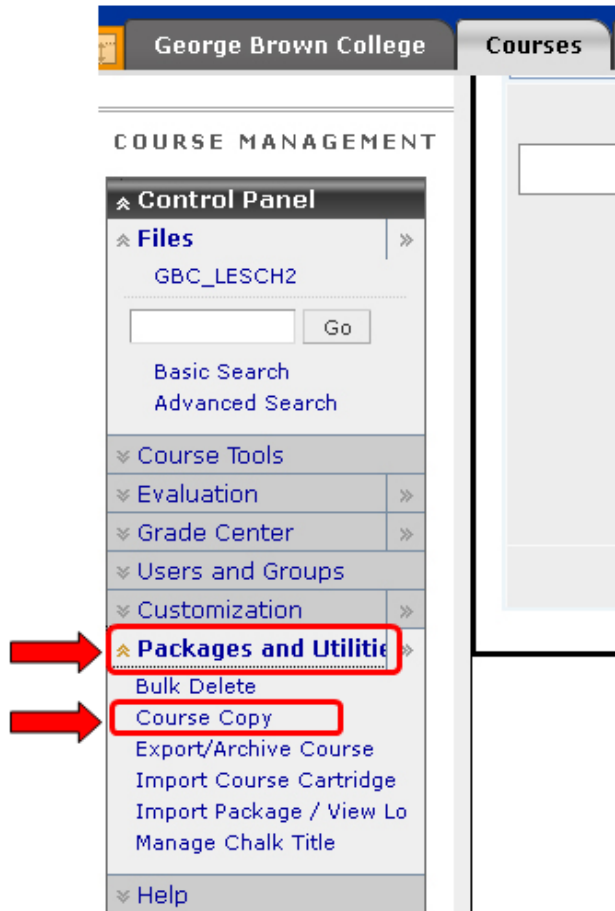



## Copy Content from One Course to another

1. Go to your **Old course FIRST**
2. In the **Control Panel**, click on **Packages and Utilities**, then **Course Copy**.




3. In the drop down menu, select **Copy Course Materials into an Existing Course**. Then click **Browse** to find the Destination course.

**Select Copy Type**


Select Copy Type  Copy Course Materials into an Existing Course ▾

---

**Select Copy Options**

\* Destination Course ID  Browse... 


4. When your course list appears, **select the radio button** next to the course into which you want to copy content. Click Submit.

 **Courses**

Search by:  Course ID  Instructor  Name/Description

Created in Last:  All Courses  Month  Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> GBC_DEV_WOW	New Online Teacher Migrate	Nov 22, 2011	2089	Lesch, Shirley
<input type="radio"/> GBC_LESCH1	Shirley Lesch's Development	Oct 7, 2011	2089	Lesch, Shirley
<input checked="" type="radio"/> GBC_LESCH2	Shirley's Development Course 2	Oct 18, 2011	2089	Lesch, Shirley



5. Check the boxes beside what you need to copy over to the new course. (Do not Select All)


**Select Copy Options**

\* Destination Course ID

Select Course Materials

Content Areas

- Welcome Start Here
- Assessments
- Assignments
- Extra Stuff
- What's New in BB



6. Under the Discussion Board, select the second option which says:

Discussion Board

- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts

7. Be sure check box “Copy links and copies of the content (include entire course home folder)”

**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

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

8. After clicking **Submit**, the following message will appear at the top of the screen. The message informs you that you will receive an e-mail when the copying process is complete. This process may take several minutes to an hour.

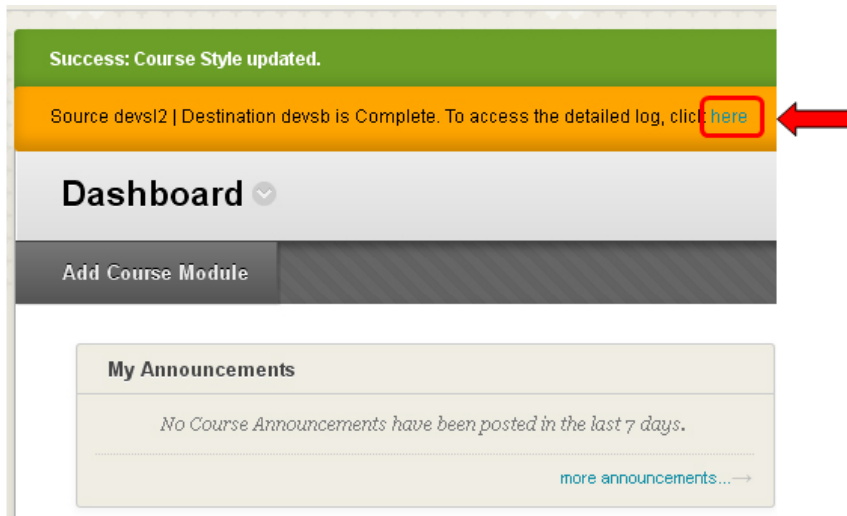
**Packages and Utilities**

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

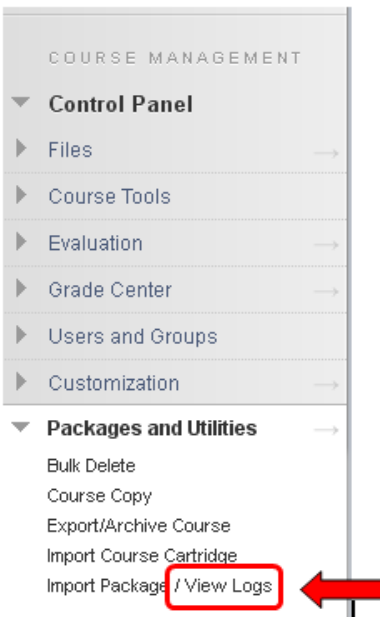


**Packages and Utilities**

9. When you receive the course copy completed e-mail, go to the new course CRN. A message will appear on the course entry page with a link to view the import log.



The import log may also be accessed from the **Packages and Utilities** link in the **Control Panel**.



10. Click the link to view the detailed **Import Log** to check for errors.



## View Log

Email Log

Download Log

Filter Log: View All

### Log Summary

Process Result	Fatal Errors: <a href="#">0</a>	Information: <a href="#">3</a>
	Errors: <a href="#">0</a>	Debug: <a href="#">27</a>
	Warnings: <a href="#">0</a>	Status: <a href="#">0</a>
Process Time	Apr 25, 2012 2:39:54 PM	
Process Duration	N/A seconds	
Log File Size	6 KB	

### Log Details (30)

#### Apr 25, 2012 2:39:54 PM - Information

#### Apr 25, 2012 2:39:54 PM - Information

Course Copy Configuration:  
User running copy: [2089]  
Copy initiated from [Control Panel]  
Copy Type = [Existing]  
Course Areas  
Tests, Surveys, and Pools  
Announcements  
Glossary  
Calendar

## 11. Course Clean Up Suggestions

- Check your new course shell for errors.
- Remove duplicate links from the main course menu.
- Check to ensure that your course structure is intact.
- Check to ensure the files are present.
- Check to ensure that all web links are working.
- Check for old discussion postings in the discussions forum.
- Remove old unused files from your course.
- If you're using Respondus Lockdown Browser for the tests, the password must be re-entered in the password box as it does not retain after copying the content.

# Welcome to Blackboard

My Blackboard

Content Co

## Respondus LockDown Browser Dashboard

### Tests ▾

- Academic Honesty Assessment
- BB Collaborate Survey
- BRAND NEW TEST
- Final Exam- Requires Respondus LockDown Browser
- Final Exam- Requires Respondus LockDown Browser(1)**
- Hot Spot
- Quiz #2
- Quiz 1
- final exam 2

Final Exam- Requires Respondus LockDown Browser(1)

- Modify Settings
- Review Early Exits

- Quiz #2

### LockDown Browser Settings

- Don't require Respondus LockDown Browser for this exam
- Require Respondus LockDown Browser for this exam

### Password Settings

Password to access exam (optional)

[ + ] **Advanced Settings**