

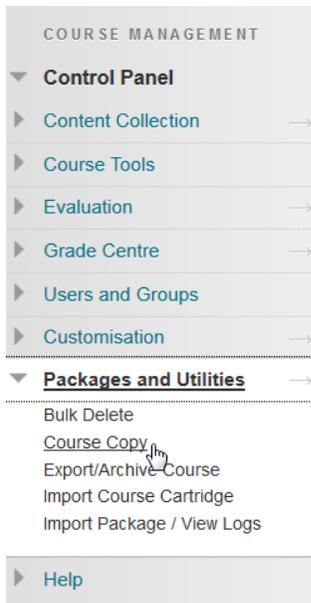


## **Copy the content of an old course into a new course**

It cannot be long until you need to copy the content of an old course into a new spring 2017 course.

Therefore, the Blackboard tip this week is about how to do just that:

1) Firstly, you need to be on the dashboard of your old course. In **Course Management** you will find the menu option **Packages and Utilities**. Below this you will find the option **Course Copy**. Click on that:



2) Here you will find:

Item 1: An option to choose whether the students and their results should be copied into the new course.

Item 2: An option to choose which content should be copied.

## 2. Select Copy Options

\* Destination Course ID

Select Course Materials

- Content Areas
  - Home Page
  - In class material
  - Week 1 - Proofs (Direct & contradiction)
  - Week 2 - Counterexamples and proof by contraposition
  - Week 3 - Sets and logic
  - Week 4 - Functions, relations and sequences

3) Be aware of which option you choose in item 3:

- If you choose **Copy Links to Course Files**: *No copies of linked files are included in the copy. The copied course will have the same set of links and those links will point back to the original location of the link defined in the origin course.*
- If you choose: **Copy links and copies of the content**: *This will make copies of linked files, but ONLY those files that are linked. Files within the course's home folder that are not linked to any content within the course are not included in the copy.*
- If you choose: **Copy links and copies of the content** (include entire course home folder): *This will make copies of ALL files in the course's home folder regardless of whether those files are linked to course content.*

(Descriptions can be found [here](#))

### 3. File Attachments

Select an option for copying your file attachments. If content will be reused in a different course, copying is **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)

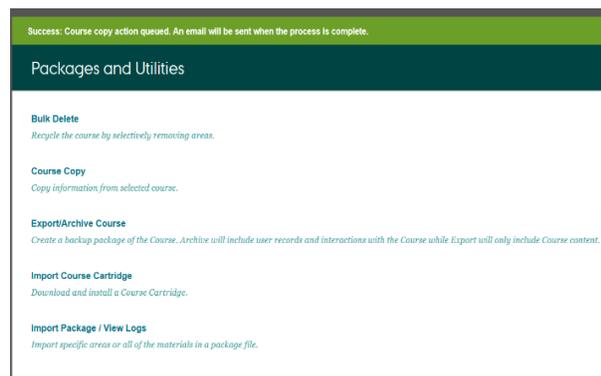
### 4. Enrolments

Copy enrolments for all users in the course. This option does not copy user records in the course, such as g

- Enrolments
- Include Enrolments in the Copy

4) Additionally, you can choose to copy enrolments for all students in the new course.

5) When pressing "Submit" you will see the image bellow – that is, if the copy has succeeded.



Happy Blackboarding and have a nice weekend.

Kind regards,

**ST Learning Lab**