

This guide is intended to help Course Owners (academic course unit leads) to copy one Blackboard course into another Blackboard course space.

**NB:** This article refers to **copying** courses, not **rolling-forward** a course from a previous year during course activation. If you want to roll-forward a course from one academic year to the next and the course code has not changed, then refer to the article [How to activate your Blackboard Courses](#).

Some reasons you may need to copy a Blackboard course (instead of rolling-forward) include:

- Your course code has changed from last year to the current year. In this case you will be unable to roll forward your course on activation.
- You have a new course which shares a substantial amount of material with another course.

To do this you must be a 'Primary Instructor' (PI) in Campus Solutions (CS) for both the course you want to copy **from** and the course you want to copy **to**. If you do not have the correct role in Campus Solutions please see your School Undergraduate or Postgraduate Administrator.

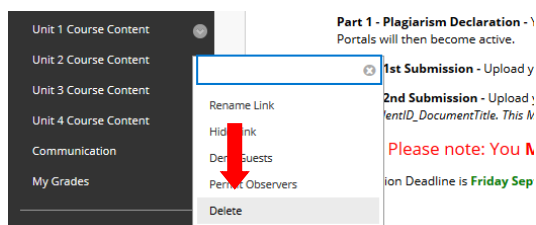
## 1. Preparing the destination course

The course you are copying **to** should be empty (unless you want to append the course to existing materials). To ensure that you start with an empty course, when you activate your course you should choose either the **TEMPLATE-I1000 UoM template** or, if there is an option for **[School] No Template**, you can choose that. For guidance on course activation, see [How to activate Blackboard courses \(STAFF\)](#)

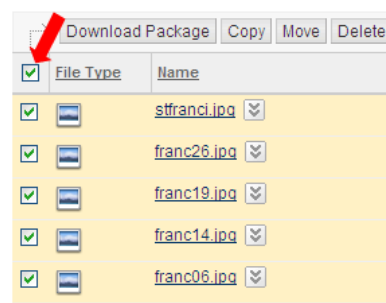
### Clearing an existing course of content

If you have already activated your course using a School template (Standard Course Structure), you will need to manually clear your existing material. To do this, make sure you delete:

- all folders, items, tests, assignments, discussion board and wiki links, etc., from **content areas visible to students**
- all files from the **Content Collection**
- all the **menu** items.
- You will have to delete your menu items one by one, using the drop-down menu to the right of each item.

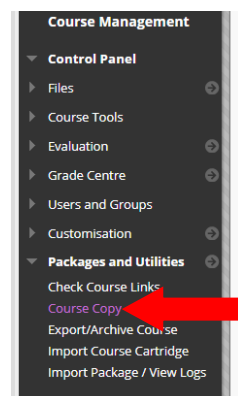


- In the Course Management menu, select Files, then the link immediately below it. This is the Content Collection for your course unit. You can delete all the files in your Content Collection at once, by clicking the check box above and to the left of the list of files.



## 2. Copying the course over

1. Log into Blackboard.
2. Find the course you want to copy **from** and click the title link to access it
3. In the course, go to **Control Panel** and click on **Packages and Utilities**, then select **Course Copy** (see right)
4. Select **Copy Type: Copy Materials into an Existing Course**
5. Select **Copy Options: Browse** for the course you want to copy **to**. This is the Destination Course.
6. Under **Select Course Materials**, select **Content Areas** by clicking the relevant check boxes.
7. If you have used other tools in the course you are copying from, you can select them here.



**Note:** user generated content (e.g. discussion board posts) does NOT copy across. So, for example, an instance of a Wiki will copy across, but any associated pages created in the previous year's course by students will not be copied. This is the same as for the roll-forward process.

### Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)

Cancel Submit

SELECT COPY TYPE

Select Copy Type Copy Course Materials into an Existing Course

SELECT COPY OPTIONS

Destination Course ID  Browse...

Select Course Materials

Select All Unselect All

☐ Content Areas

☐ module page

☐ Home Page

☐ Course Content

8. Keep the default settings under **File Attachments**, and click **Submit**.
9. You should receive a 'success' message at the top of the content screen in Blackboard:

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

10. You should then shortly receive an email with the subject line: **Course Copy process complete**, containing the results of the course copy and any error messages which were generated.

11. Check your **destination** course to ensure all the correct content has been copied across.

Once you have copied over a Blackboard course into the new course space, it is important that you check it thoroughly and update your course before teaching begins.

### Related articles

[Preparing Blackboard courses for start of year / semester 2 \(STAFF\)](#)

[How to activate Blackboard courses \(STAFF\)](#)

[Key dates for Blackboard](#)

[How to set up a new Blackboard course \(build from scratch\) after activation \(STAFF\)](#)

[FAQs and Troubleshooting Blackboard and start of year / semester 2](#)

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