

This guide is intended to help Course Owners (academic course unit leads) to copy content from a previous Blackboard course into a new Blackboard course space. 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.

Can I copy individual items of content from a previous course to a new course?

Yes – and for some types of content this is the preferred method. You must be a Course Leader, Lecturer or Administrator in both Blackboard courses to use this method.

NB: if you have complex HTML pages or learning modules containing indirect linked resources such as CSS, JavaScript, or common shared images, in many circumstances you may break the HTML structure if you copy into a new course. If this is the case, please contact the eLearning Team for advice.

Type of content	Copy?	Notes
File	✓	
Item	✓	
Folder	✓	
Learning Module	✓	
Image	✓	
Web Link	✓	
VoiceThread	✗	VoiceThreads are hosted on a different server from Blackboard. You can copy VoiceThread links into a new Blackboard course by copying links from the VoiceThread interface, not in Blackboard.
SCORM package	✗	Find the original SCORM package and build it into the new course space.
Test, Surveys and Pools	✗	Tests, surveys and question pools must be exported from the original course and imported into the new one.
Course Link	✗	Recreate course links rather than try to copy them.
Blackboard Assignment	✗	Assignments must be recreated.
Turnitin Assignment	✗	Turnitin assignments must be recreated.
Discussion Board, Blog, Journal, Wiki	✓	You can copy the frameworks, but all user-generated content will not be copied across.
Groups	✗	Groups and settings must be exported from the original course and imported into the new one.
Uploaded audio or video	✗	If you have uploaded an audio or video file to a previous Blackboard course, this needs to be uploaded to the University Video Portal. You can then link to the audio or video in the Video Portal, or embed the content into your Blackboard course.

Link to or embed audio or video	✓	
Announcements	✗	It is recommended that you do not copy across announcements as it may cause confusion for students to read announcements from the previous year.
Calendar	✗	Copying across a calendar is only useful if you are certain that all the items in the calendar will repeat on the same day from the previous year, which is unlikely.
Contacts	✗	Contacts cannot be copied individually. They can be copied using the Course Copy method, but it is likely that recreating them would take up less time.
Grade Centre columns and settings	✗	Duplicated grade centre columns are the cause of many problems where assignments from previous years have the same name as those from the current year. It is best to start from scratch.
Groups	✗	Groups cannot be copied individually. Group titles and settings can be exported/imported into a new course but it is often simpler to recreate from scratch..
Rubrics	✗	Rubrics should be exported from the existing course and imported into the new course.

Copying items of content

For Items, Files, Folders, Learning Modules, Images, Link to Video or Audio, Web Links: Select the content item you want to copy. Select Copy from the action menu to the right of the content name. Use the dropdown box under Destination Course to choose the course you want to copy to, then the folder. Click Submit.

NB: Copying a folder will not copy the entire contents of the folder if it contains tests or assignments. It is not possible to copy tests or Blackboard assignments using this method. You will receive a warning message which will tell what content has not been copied. Tests must be exported and imported to the new course. Assignments must be recreated from scratch rather than copied. When in doubt, copy individual content items.

Exporting and importing tests, surveys and pools

For more details, follow this link: [Blackboard help: export and import tests](#)

Exporting and importing rubrics

For more details, follow this link: [Blackboard help: export and import rubrics](#)

Exporting and importing groups

For more details, follow this link: [Blackboard help: export and import groups](#)

It is possible to copy most of the content from a previous course into a new course in one step. However, there are so many checks that you would need to perform when the copy has been made that it is less complicated to copy or import using the methods listed above.

For further advice, please use [the Support Portal](#) to request help from the eLearning Team.