

### Copying Your Course or Course Materials

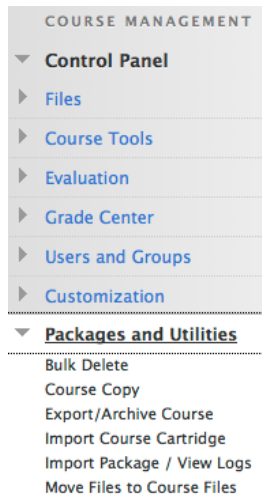
As each semester starts with a fresh course, faculty have the option of copying forward parts of or the entire course. These instructions will guide you in this process.

1. First, you need to have already enabled your course for the current semester in MyOleMiss.

2. When you first log into Blackboard the default entry point (My UM) will display your My Courses box on the right of the page. **It is important to pay close attention to the course IDs when you carry out the steps to copy a course.**

3. The next step is to go to the Control Panel of the course you want to copy (the old course) and click the Packages and Utilities drop-down menu. Click Course Copy.

4. The next screen will allow you to select copy type, choose **Copy Course Materials into an Existing course.**



#### Select Copy Type

Select Copy Type

#### Select Copy Options

\* Destination Course ID

5. To find the destination ID, select **Browse** to open a window with the list of the courses you are teaching. Select the checkbox to the (new) course that you want to copy into.

6. Next **select the course materials** you want to copy to the destination course.

7. Select **Manage Package Contents** under option 3 to remove a particular file(s) from the copy process. You want to make sure that you are not bringing forward content that you are no longer using.

#### Select Course Materials

##### Content Areas

Home Page

Syllabus

Content

Assignments

Quizzes and Tests

Adaptive Release Rules for Content  
*User criteria will not be captured. Submissions will not be captured.*

Announcements

Blogs

#### File Attachments

Click **Calculate Size** to make sure that the package size does not exceed the limit.

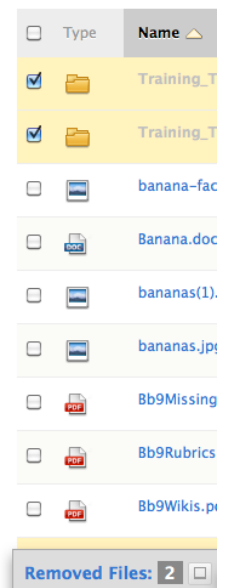
Package Size

8. Do not select Enrollments. It will copy previous students into your new course with your new students.

9. Click Submit.

**Wait 5 to 15 minutes for the server to process your request before checking the destination course for content.**

If it is not there, try refreshing the menu by clicking the refresh icon at the top of the left menu.



### Understanding the Behavior of Copied Materials

When copying course materials, certain things occur:

*Note: While copying, the course availability of the source course is applied to the destination course. If the destination course's availability is set to unavailable, but the original course is available, the destination course's availability is changed.*

- **Content:** Course materials, including uploaded files, learning modules, and links are copied. Course information, course documents, assignments and URLs are optional. Assignments created inside lesson plans will not copy properly. Be sure to copy your assignments separately to ensure that everything is correct.
- **Announcements:** All announcements are copied.
- **Tests, Surveys, and Pools:** All tests and surveys, including questions and options for deploying them are copied. All pools are copied.
- **Calendar:** All calendar items are copied to the new course.
- **Dates:** Course item and tool dates do not change. (To learn how to quickly adjust dates, see the Date Management pdf.)
- **Discussion Board:** Decide whether to include starter posts for each thread in each forum (anonymously) or include only forums with no started posts in the course copy.
- **Grade Center Items and Settings:** Items in the Grade Center and their settings such as type, categories, and display options are copied.
- **Group Settings:** Settings include the names of the groups, the settings for tool availability, and the discussion board forum names.
- **Contacts:** All contacts are copied.
- **Course Settings:** If selected, the following settings are copied:
  - Course Name
  - Course Description
  - Course Entry Point
  - Course Design
  - Course Banner
  - Blackboard Tools
  - Building Block Tools
  - Content Tools
  - Course ID
  - Course Availability
  - Guest Access
  - Observer Access
  - Course Duration
  - Enrollment Options
- **Links:** Links to parts of a course that are not included in the copy will break when the links appear in the destination course. For example, if a link to a test appears in a course area and you choose not to copy tests, the link to the test will break.
- **Course Cartridge Materials:** The course cartridge materials option is only successful if the source course includes copy-protected cartridge content and the destination course does not have a cartridge ID.
- **Content Areas:** Content from content areas appearing on the course menu that have the same name in each course will be added in the same content area. Nothing is removed from the destination course and replaced with content from the source course.

- **Enrollments:** If selected, the list of users in the course is copied. User records, such as discussion board posts, grades, and assessment attempts are not copied. User records are only copied if you select the Copy Course with Users (Exact Copy) option.

### Resolving Copied Course Items

When copying content and tools from one course to an existing course, the course menu must resolve itself in the destination course. The following table describes how course menu items are resolved.

<b>If</b>	<b>Then</b>
A course area in the source course does not exist in the destination course.	The area will be added to the course menu in the destination course.
The course area in the source course and the course area in the destination course have the same name and are of the same type, for example, Web Links, Course Documents, or Content.	The content from the source course will be added, but will not replace, the content in the area within the destination course.
The course area in the source course and the course area in the destination course have the same name but are of different types.	The course area from the source course will be added to the destination course under a different name. The new name will append an incremental numeral to the name. For example, Course Materials will become Course Materials1.

### Copying Course Cartridge Content

Copy-protected cartridge content is only copied if the Course Cartridge Materials option is selected. This option only appears if there is copy-protected cartridge content in the course. The destination course maintains the availability settings for the source course.

If the destination course already has a cartridge ID (meaning it already includes copy-protected cartridge content), neither the cartridge content nor the cartridge ID may be copied from the source course to the destination course. If the Course Cartridge Materials option is selected, the copy operation will be successful, but a note in the receipt states that the course cartridge materials will not be copied.

If the source course and the destination course have the same cartridge ID, the content may be copied successfully.