

# Course Copy

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## Overview

Instructor and TA/Support Staff can make a full copy of course materials from a source course to an existing destination course. If you would like to copy several items from the source course only, please consider the below method: Blackboard Help: [Copy and move content](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Edit_and_Manage_Content#copy-and-move-content_OTP-6) ([https://help.blackboard.com/Learn/Instructor/Original/Course\\_Content/Create\\_Content/Edit\\_and\\_Manage\\_Content#copy-and-move-content\\_OTP-6](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Edit_and_Manage_Content#copy-and-move-content_OTP-6)) (not applicable to grade items, such as assignment, test, SCORM).

Please make sure the course owner of both the source course and the destination course are the same. If you are not the course owner, you are required to seek permission from him/her to reuse the content.

## Steps:

The screenshot shows the Blackboard interface for copying a course. The sidebar on the left is expanded to show 'Course Copy' under the 'Packages and Utilities' section. The main content area is titled 'Copy Course' and contains the following elements:

- SELECT COPY TYPE**: A dropdown menu with the option 'Copy Course Materials into an Existing Course' selected.
- SELECT COPY OPTIONS**: A section with a 'Destination Course ID' field and a 'Browse...' button. Below this are 'Select All' and 'Unselect All' buttons, and a list of checkboxes for 'Content Areas', 'Notifications', 'Course Outline', and 'Course Contents'.

1. Go to the **Source course**. On the Control Panel, expand the **Packages and Utilities** section and select **Course Copy**.
2. Select **Copy Course Materials into an Existing Course**.
3. Click **Browse** to select the **Destination course**.
4. Select **Select All** (uncheck date-related options, i.e. announcement, calendar, notifications) if you would like to reuse all course materials.

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**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 5  
 Copy links and copies of the content (include entire course home folder)

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Click **Submit** to proceed.

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5. For Course Files:

- **Copy links and copies of the content:** It is the default option. The files linked in the content areas (e.g., Course Outline, Course Contents) will be copied. The files inside the course's home folder under Content Collection *that are not linked in the content areas are NOT included in the copy.* You can find the course's home folder under Control Panel > Content Collection > click on the Course ID.
- **Copy links and copies of the content (include entire course home folder):** Make copies of ALL files in the course's home folder regardless of whether those files are added in the content area. Please note that if a course exceeds 2GB, backup/restore of the course cannot be guaranteed. Please click on **Calculate Size** to check the course size before copying. You could contact us for advice / support if you find that the source course is too large (i.e., over 2GB).

6. Select **Submit**.

7. After copying, the content will be appended to the destination course. **Go to the destination course, check if the copied menu items are at the bottom of the Course Menu.** Then, re-arrange the course menu items and update the content if needed (e.g. update assignment and test settings, update adaptive release criteria, remove outdated grade columns). To edit the course menu, please refer to Blackboard Help: [Reorder and manage course menu links](https://help.blackboard.com/Learn/Instructor/Original/Getting_Started/Navigate_Inside_a_Course#reorder-and-manage-course-menu-links_OTP-2) (https://help.blackboard.com/Learn/Instructor/Original/Getting\_Started/Navigate\_Inside\_a\_Course#reorder-and-manage-course-menu-links\_OTP-2)

For more information, please refer to Blackboard Help: [Copy Courses](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Reuse_Content/Copy_Courses) (https://help.blackboard.com/Learn/Instructor/Original/Course\_Content/Reuse\_Content/Copy\_Courses)

Special Notes:

- If you would like to **copy graded items** in content areas, e.g. test, assignment, SCORM, please **remember to select "Grade Center Columns and Settings" (and "Tests, Surveys, and Pools" for Tests / Surveys)** as well.
- Panopto videos would NOT be copied by Blackboard Course Copy function. You can copy Panopto videos following the instruction below:
  - First, access Blackboard Course > "Panopto video" > click "Open in Panopto" (square with an arrow) on the right to access Panopto page for performing "Copy". Then follow the steps as follows: Panopto Support: [How to Batch Copy and Move Videos](https://support.panopto.com/s/article/Batch-Copy-and-Move-Videos) (https://support.panopto.com/s/article/Batch-Copy-and-Move-Videos)
  - In case you have added Panopto video links in Blackboard Content Area, please be reminded to update the links in the destination course.