



KSAU-HS
IT UNIT

Blackboard Manual

(Copy Course Content – Safe Assignment)

College of Nursing

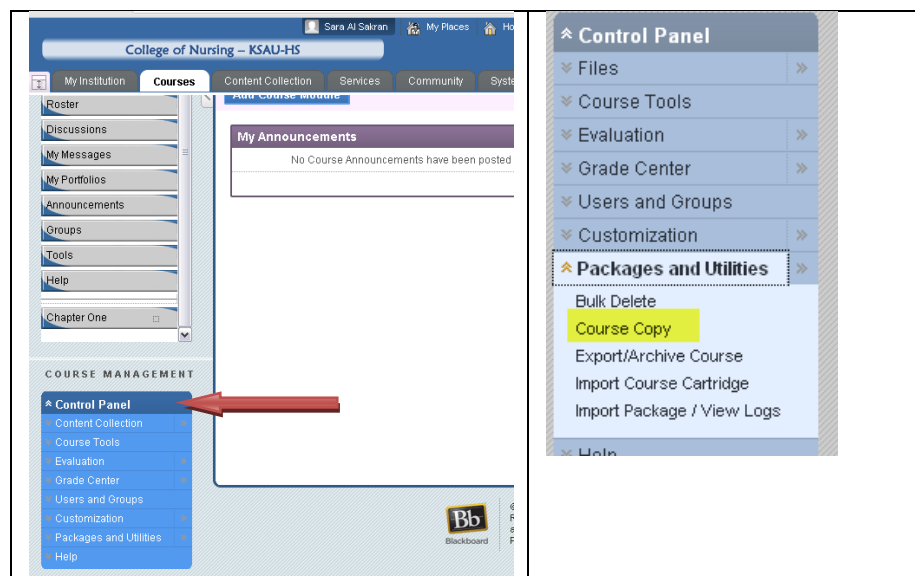
Blackboard

1. COPY COURSE MATERIALS INTO AN EXISTING COURSE

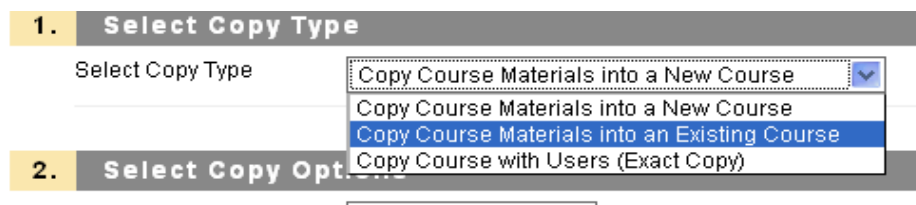
The Copy Course Materials into an Existing Course page enables Instructors to copy content from one course into another they are teaching. Instructors can select areas, such as Announcements, Staff Information or Content areas to copy. Copy Course will add content to a course, but it will not remove existing content.

How to copy?

1. Open the Blackboard Course site that has the content you want to copy typically, this is your previous semester course site.
2. Go to the Control Panel → Packages and Utilities → Copy Course



3. Select "Copy Course Materials into an Existing Course" from the dropdown menu and then type Destination Course ID



Blackboard

4. Select the Content to Copy

Select Course Materials

- Content Areas
 - Assignment1
 - Course Information
 - Course Documents
 - Assignments
 - External Links
 - Tests
- Adaptive Release Rules for Content

5. Do not select "Package Size" or "Enrolments". Click Submit.

3. Course Files

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

Package Size

4. Enrollments

Copy enrollments for all users in the Course. This option does not copy user records in the Course, such as grades. User records are only copied with Exact Copy.

Enrollments Include Enrollments in the Copy

NEVER select to Include Enrollments

5. Submit