## HOW TO COMPLETE A COURSE COPY

To copy a previously taught course to a new semester:

- 1. Login to Blackboard
- 2. Access the course you want to copy
- 3. On the course menu, go down to Control Panel
- 4. Select Packages and Utilities
- 5. Select Course Copy
- 6. Under Select Copy Type, select **Course Copy Materials into an Existing Course**.
- 7. Under Destination Course ID, click **Browse**. A new window will appear, choose the course you would like to copy the content to and click **Submit**.
- 8. Press Select All
- 9. For Discussions (if you have Discussion Forums)
  - a. Select **Include only the forums, with no starter posts** (to remove student posts). Any threads created by you, will not be copied when using this option.
- 10. Under File Attachments, Select Copy links and copies of the content
- 11. Press **Submit**

	COURSE MANAGEMENT	
-	Control Panel	
►	Content Collection	>
►	Course Tools	
►	Evaluation	>
►	Grade Center	>
►	Users and Groups	
	Customization	>
4	Packages and Utilities	>
	Bulk Delete	
	Check Course Links	
5)	Course Copy	
	Export/Archive Course	
	Import Course Cartridge	
	Import Package / View Logs	
	Manage LTI Links	
	Move Files to Course Files	
•	Help	



FILE ATTACHMENTS
Course Files
Copy links to Course Files
Copy links and copies of the content \*Recommended Option

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

## Brownsville Campus

Edinburg Campus

Office: Rusteberg (BRUST) 108 Phone: 956-882-6792 Fax: 956-882-6751 Office: Education Complex (EEDUC) 2.202 Phone: 956-665-2979 Fax: 956-665-5276 **REMINDER:** Course Sizes are limited to 750 MB. Please keep this in mind when copying content.

**NOTE:** When selecting "Copy links and copies of content," the entire content collection folder will not be copied. Only content that is used within content areas will be copied.

> The University of Texas Rio Grande Valley

Center for Online Learning & Teaching Technology

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