

Copying Course Materials in Blackboard

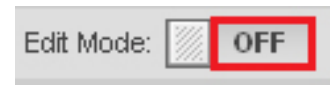
Using Materials from an Earlier Course Site

Blackboard course sites are automatically created from the Registrar's course data approximately one month before the start of a semester. Once course sites for an upcoming semester have been created, they will be available to the faculty assigned to the course via the Courses tab in Blackboard. Faculty may copy course content from previous course sites (up to 3 years prior) into course sites for the upcoming semester.

To copy course materials from one Blackboard site to another:

1. In Blackboard, enter the Blackboard course from which you would like to copy material

2. In the upper right hand corner of the course site, on the Edit Mode switch, click on the word **OFF**

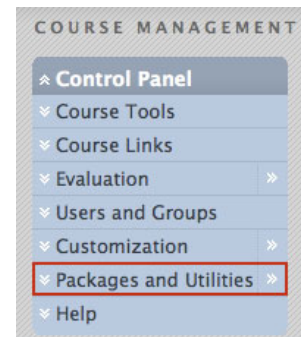


Note: The Edit Mode button by default is in the off mode; this will slide the switch to the "ON" mode



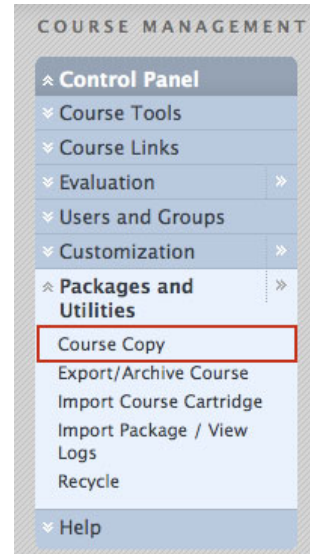
The edit mode may be left in the ON mode. The edit mode is displayed only to the instructor and not to student users.

3. Go to the **Course Management** box located in the bottom left corner
4. Click on **Packages and Utilities**

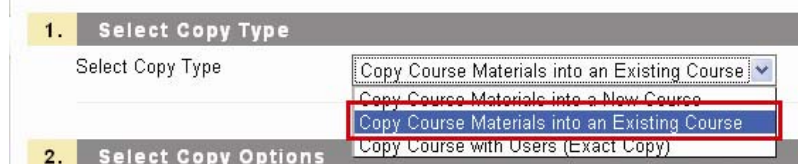


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5. Click on **Course Copy** and a new window will appear



6. In the Course Copy Window, from the Select Copy Type dropdown, choose **Copy Course Materials into an Existing Course**

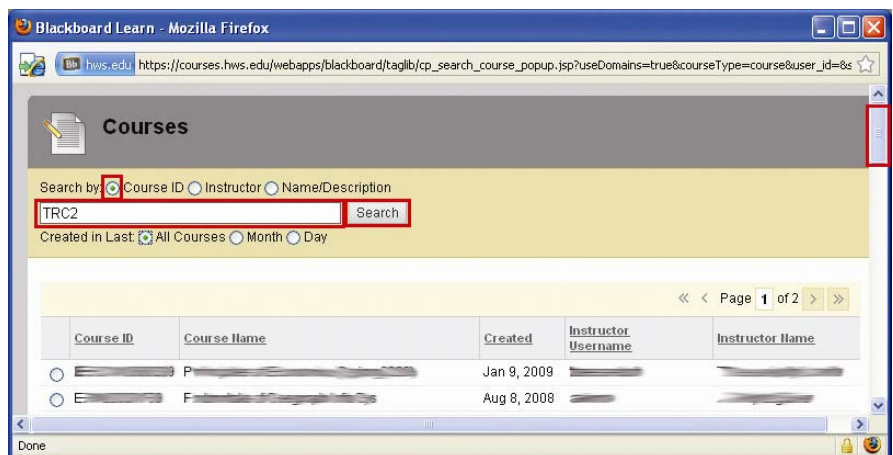


7. Under Select Copy Options, click **Browse** to locate the current course site for next semester



A new window containing a list of courses will appear; courses displayed are only those to which you have access.

8. In the Courses window, search for the new course by entering its **Course ID** or scroll the list to find the course

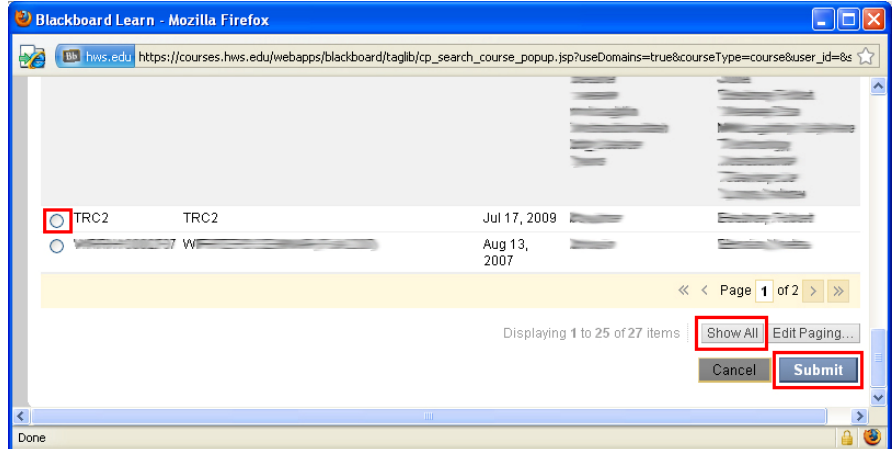


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Note: To see a list of all the courses to which you have access, scroll to the bottom and click **Show All**

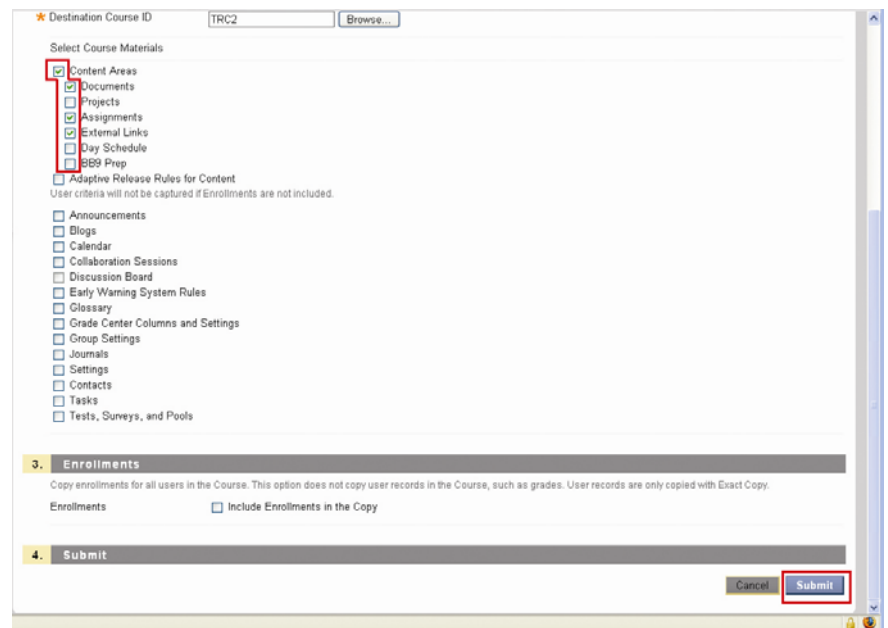
9. Choose the desired course from the list

10. Click **Submit**



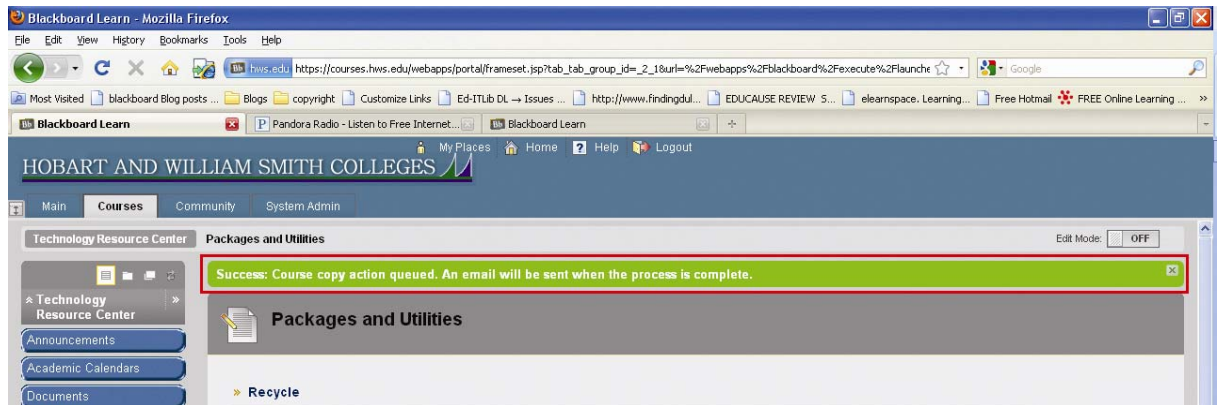
11. Back in the Copy Course window, check the boxes to select **course materials** you would like copied into the destination course (ex: Course Documents, External Links)

12. Under Submit, click **Submit**



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13. A confirmation message should appear at the top of the window, indicating that the copy process has been queued

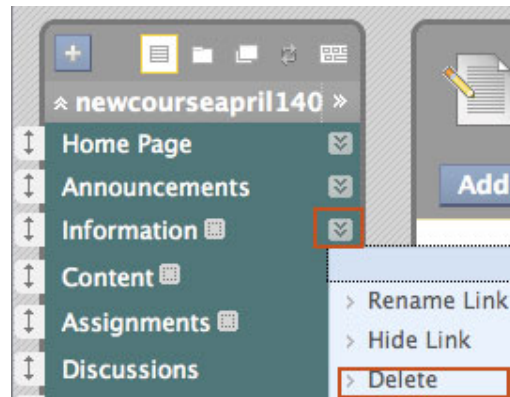


An e-mail will be sent to your HWS account upon completion of the copy process; it may take several minutes to arrive.

14. Once the e-mail notification arrives, open the new Blackboard course site that you intend to use in the upcoming semester.

Copied course materials should now appear in the course menu.

Note: If you now have redundant course menu items as a result of copying items over, you may delete the extra menu items by clicking the down arrows and then selecting **Delete** from the drop-down menu



If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.