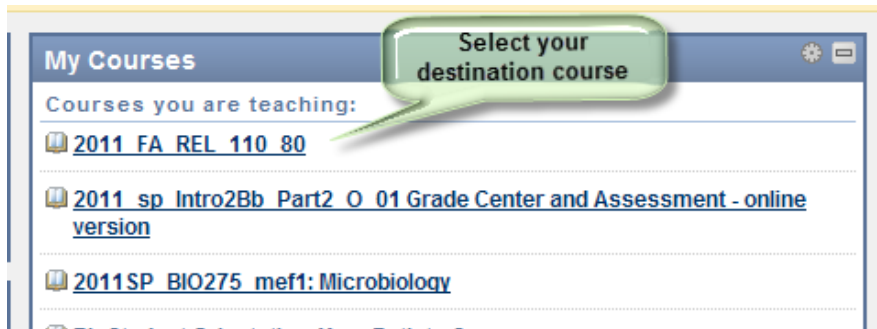


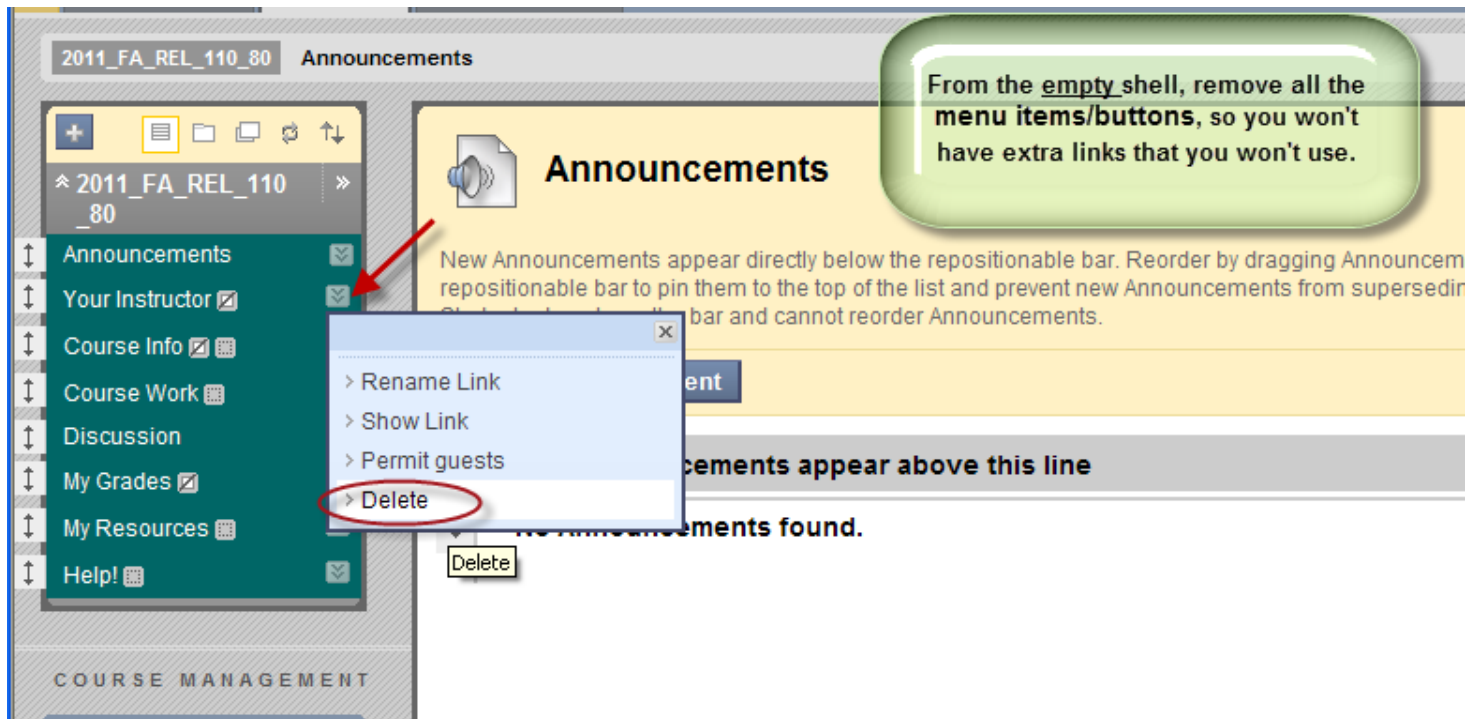
Instructors are responsible for copying Blackboard course content. The information below outlines process.

Instructors can copy Blackboard course materials from a current course (masters or previous semester’s shell) into a new course (new semester shell). The instructor must have the “INSTRUCTOR” role in both courses.

1. Login to <http://blackboard.cpcc.edu>



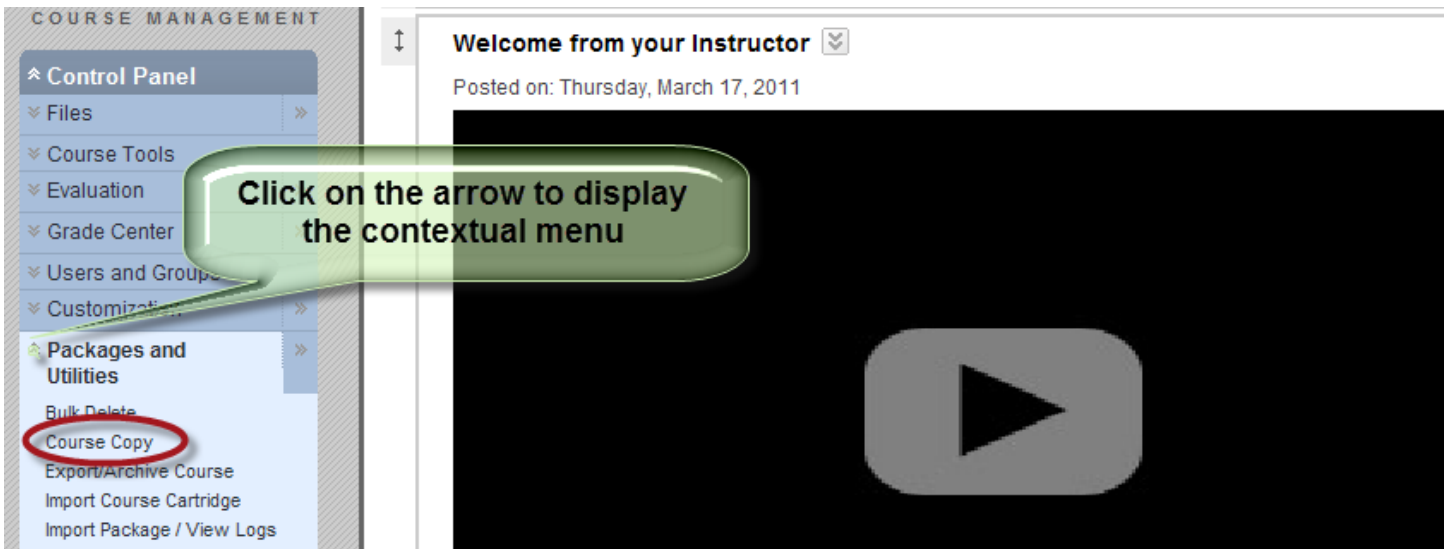
2. Remove course menu items/buttons from the **destination** (empty shell) course.



3. Go back to “My Institution” tab and select the **source course**.



4. Go to Control Panel box, display options from “Packages and Utilities”. Select “Course Copy”.



5. Browse to the destination course, check boxes, and submit.

Select COPY TYPE:  Copy Course Materials Into an Existing Course

**2. Select Copy Options**

Destination Course ID:

Select Course Materials

- Content Areas
  - Your Instructor
  - Course Info
  - Modules
- Adaptive Release Rules for Content  
User criteria will not be captured if Enrollments are not included. Assignment submissions will not be captured if the Grade Center Columns and Settings are not included.
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
- Note that course settings includes Course Availability - Click More Help for details.
- Tasks
- Tests, Surveys, and Pools
- Wikis

**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

**5. Submit**

Click on the arrow to display the contextual menu

To make the search easier, type year, underscore, term. Browse and select destination course

Do NOT include enrollments

