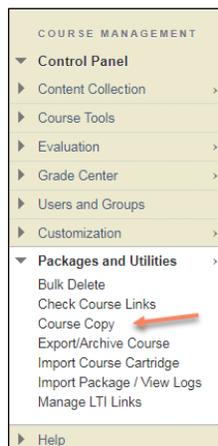# Blackboard Partial Course Copy

There are several methods of copying select content from one Blackboard site to another, each with its own limitations. Certain types of Blackboard content (such as Blackboard Assignments) are dependent on other parts of your Blackboard site—you cannot successfully copy certain types of content independent of the parts of Blackboard on which it is dependent.

Using the Course Copy tool to do a partial course copy

Blackboard's Course Copy tool allows you to choose which parts of your Blackboard site to include in the copy. Because certain parts of Blackboard are dependent on others in order to function, you may need to check multiple boxes in order to get certain types of content to successfully copy.

1. Access the Blackboard site from which you wish to copy (**the one with the content already in it**). *This might be a Blackboard site from a previous semester or a template site you developed.*
2. In that site's **Control Panel**, click on **Packages and Utilities**; then click on **Course Copy**.
3. Select Copy Type: **Copy Course Materials into an Existing Course**. *(this is the only option)*

4. Click the **Browse** button next to the Destination Course ID field. *This will open a new window with a list of all of your courses.*

USE CAUTION AT THIS STEP!
If you are uncertain of which course to choose, click cancel. Verify the destination course's four-digit class number (from your eServices roster) before continuing with the copy process.

5. Select the Destination Course (the course into which you wish to copy the content) from the list, and click **Submit**. *You will return to the Course Copy screen, where you will continue selecting the copy options.*

CREATING A PARTIAL COPY CAN BE COMPLICATED!
Some Blackboard content is linked to more than one area —a Blackboard Assignment is linked to a content area and the Grade Center, for example. If you do not check all of the necessary boxes during the copy process, certain content (such as Assignments) will not be copied effectively into the destination course.

If you only check the box for copying a content area, without marking anything else, things like assignments and tests will not appear in the copy.

See the chart on the next page for examples of which areas will need to be copied together.
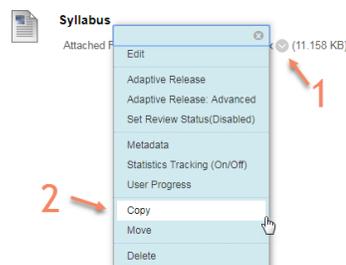
If you want to copy this	You need to include these items in the copy
A Content Area that uses the **Assignment feature**	• the Content Area • Grade Center Columns and Settings
A Content Area that uses the **Test feature**	• the Content Area • Test, Surveys, and Pools • Grade Center Columns and Settings
A Content Area that contains links to **Graded Discussion Forums**	• the Content Area • Discussion Board • Grade Center Columns and Settings
A Content Area that contains a link to **Graded Journal**	• the Content Area • Journals • Grade Center Columns and Settings

If you use other advanced features (such as Rubrics or Adaptive Release) in combination with some of the features listed above, be sure to mark those check boxes as well.

Copying an individual item to another Blackboard site

*If you wish to copy a single item from one course to another, you can do so using the **Copy** option found on that item's drop-down menu.*

1. With **Edit Mode** turned on, click the **drop-down icon** next to the item you wish to copy.
2. Select **Copy** from the menu.
3. Use the **Destination Course** drop-down to select the courses into which the item will be copied.

4. Click the **Browse** button to select the content area or folder within the destination course into which you wish to copy the item.
5. In the Attachments and Embedded Links section, make sure the option "**Include links and make copies of attached and embedded files**" is selected.
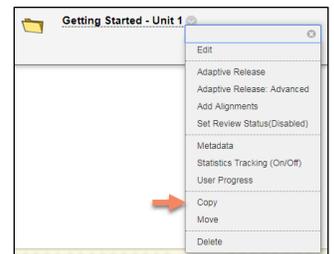6. Click **Submit**.

NOT ALL CONTENT CAN BE COPIED LIKE THIS!
Only certain types of Blackboard content (Items, Content Folders, Web Links, Files, etc.) allow a copy option. Unfortunately, Blackboard Assignments, Tests, Discussion Boards, etc. cannot be copied in this manner.

Copying an individual Content Folder to another Blackboard site

*If you wish to copy a single folder (and its contents) from one course to another, you can do so with the **Copy** option found on that folder's drop-down menu.*

- Click the drop-down icon for the folder you wish to copy, and follow the same steps listed in the previous section for copying an individual item.
- **A folder can contain certain types of content that cannot be copied in this manner.** *If a folder contains anything that does not have the copy option listed on its individual drop-down menu (like Blackboard Tests or Assignments), those items will be left out when the folder copy is completed.*
- When you hit submit for the folder copy process, you should either see a message at the top of the screen that says **Success: Item copied** or **Warning: The copy operation has completed but the following items could not be successfully copied.**

Copying select content to another course using a Blackboard Export File

*Similar to the Course Copy tool, the **Export Course** tool allows you to select the course content you wish to copy. Rather than copying the content directly into another course, the content is copied into an **Export.zip** file. The Export.zip file can then be used to Import the content into another course.*

IF YOU DON'T CHOOSE TO EXPORT EVERYTHING…
Some Blackboard content is linked to more than one area of Blackboard. The Export process lets you select which parts of your course to include in the export, but certain content will not be included if you do not check the necessary related boxes. *For more information, see the Partial Copy instructions on the previous page.*