Copying Blackboard Course Files

Instructors put a lot of effort and time into building their Blackboard courses. Fortunately, course content can be reused term-to-term. Blackboard provides instructors with some useful utilities which allow instructors to copy course materials course-to-course or re-import materials from a course backup (known as an “exported course”).

**Copying Individual Items to another Blackboard Course**

1.) Log in to the course you want to copy from (this is called the Source Course).
2.) Enter the content area that contains the item you wish to copy to another course.
3.) Hover your cursor over the item and click the arrow that appears. Select **Copy**.

![Selecting an Item to be Copied](image)
4.) Click on the dropdown box to select the course into which you want to copy the materials.

1.) Click **Browse**. A course ‘course map’ will open in a new window, showing all folders.

2.) Select the folder or area of the destination course.

3.) Click **Submit**.
Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.
Phone: (860) 768-4661  Email: fcld@hartford.edu  Website: http://hartford.edu/fcld

Information Technology Services (ITS)
ITS Help Desk – Computing Center
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner, campus Facebook).
Phone: (860) 768-5999  Email: its@hartford.edu  Website: http://its.hartford.edu

Media Technology Services (MTS) – Harry Jack Gray Center E113
MTS maintains and installs classroom equipment, such as projectors, Sympodiums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.
Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)
Website: www.hartford.edu/mts