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”).

**Instructors can copy an entire course (or sections of a course)** from one Blackboard course site to another Blackboard course at the beginning of a term. This copy method uses the **Course Copy** utility located in the Control Panel of the course to be copied.

**Copying Course Content from one Course to another Course**

The following are step by step instructions for copying an entire course. It is a good choice for the start of the term because it will copy both content and any customization, for example, customized menu buttons or a course banner (image). Both the old and new courses must be present on Blackboard to copy this way.

1.) Click into the course that has the content you want to copy from (the “Source Course”).

2.) Scroll down to the Control Panel area, click **Packages and Utilities**, and then click **Course Copy**.
On the Copy Course screen that appears:

3.) Click **Browse** next to *Destination Course ID*

This will help you find the course you want to copy content into - the “Destination Course”.

4.) In the Courses screen that pops up, find the course you want to copy to, click the circle associated with it, and then click **Submit**:

5.) Click **Select All**. Skip over options three and four.

**DO NOT** copy ENROLLMENTS!

6.) Click **Submit**.

**BE PATIENT** – Course Copying can take a long time, especially if your course has lots of materials in it. You will receive an email when the course copying is completed. **Wait until receiving this email to make further modifications to your destination course.** If the email contains any error messages, or if the copied materials are out of order, course content may not have copied properly. Please contact FCLD immediately for assistance.

Student-related content such as grades will not copy, nor will discussion posts (just threads), blog posts, or wiki or journal entries. *Assignment Tool* assignments will not copy, nor will *Adaptive Release*. 
Finishing Up Your Course Copy – Finalizing your Course Menu

When your course copy has completed, you may notice some extra buttons in the menu of your copied course. Blackboard creates duplicate buttons for any content areas you may have in your course (e.g. Course Information, Course Documents). The following section provides step-by-step instructions for removing these extra buttons from the course menu.

This is the default course menu for an empty course.

This is course menu of the new course – post copying. Note that the menu combines both sets of buttons, but only the set at the bottom have the copied content.

Instructors need to remove the upper set of duplicate buttons that don’t have materials.

Note that a grey box next to a button indicates it is empty.

To modify or remove any of the extra buttons, click on the downward arrow next to the name of the button. You will get the following options:

- **Rename Link:** Allows you to change the name of the button.
- **Hide Link:** Makes the link unavailable to students. (You can still see it in your course.)
- **Delete:** Removes the link from the course. Be careful, as this also removes all content in that particular link.
**Finishing Your Course Copy – SafeAssign**

If you copied a course that used **SafeAssign** (Blackboard’s plagiarism checker), you will need to synchronize SafeAssign before having your students submit assignments. When you synchronize SafeAssign, Blackboard updates the links to the SafeAssign database to ensure that submissions are read and graded correctly. Here are the steps for synchronizing SafeAssign:

1. Enter your new (copied) course.
2. In the Control Panel, go to **Course Tools > SafeAssign > SafeAssignments.**
3. Click on the **Synchronize this course** button. You will receive a green confirmation bar when the synchronization is complete.
**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