



Blackboard @ Gonzaga



Blackboard

Course Copy in Blackboard 9

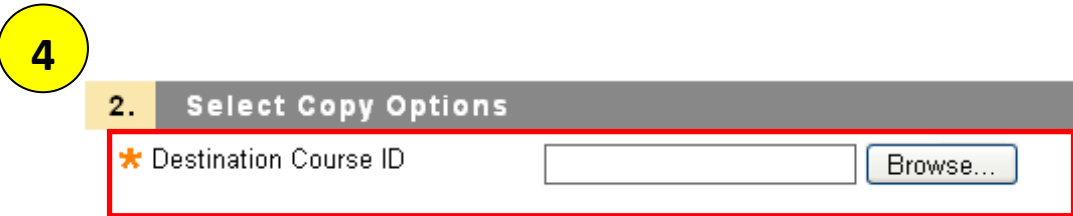
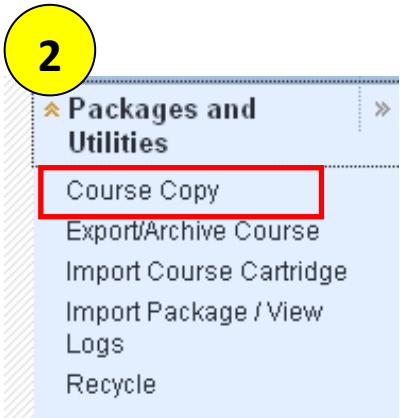
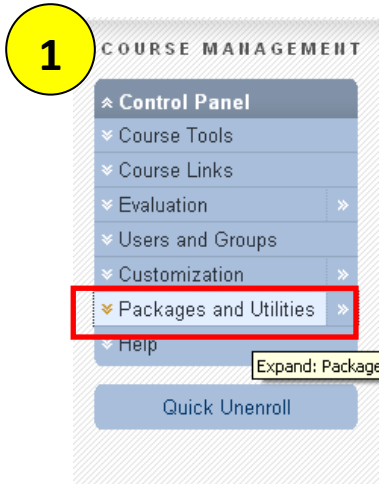
You can copy course materials from your current or previous course to your new course. You must be an instructor in both courses to use this feature and the new course must exist in Blackboard.

Address  <http://learn.gonzaga.edu>

How Do I Do a Course Copy in Blackboard 9?

Start by logging into Gonzaga Blackboard at <http://learn.gonzaga.edu>. Then go into the class you want to copy from the Course Menu.

1. Click on **Packages and Utilities** in the Control Panel area located in the lower left side.
2. Select **Course Copy** from the Packages and Utilities menu.
3. Select "Copy Course Materials into an Existing Course."
4. Add **Course ID** which is catalog number.



Browse allows you to see the courses that you are an instructor for.

5. Check the boxes of the content areas you wish to copy into the new course.

NOTE: If you import content areas that are tied to the Grade Center such as Assignments and Tests & Quizzes, you also need to select Grade Center Columns and Headings. If you choose Tests & Quizzes content area, you will also need to select Tests, Surveys and Pools to make sure your questions import.

6. Click **Submit**. You will receive an email message from your Blackboard course indicating that the Course Copy has been completed successfully or not. Once you receive this message you can log in and verify the content and settings have been copied correctly.

If you have any issues or questions, please contact the help desk at x5550

What is the difference between Course Copy, Exporting or Archiving a Course?

Exporting does NOT preserve student information—only the documents and settings for that course are exported. Export saves file as compressed Zip file that only Blackboard can read.

Archiving WILL save the student information in addition to the documents and settings. Archiving also saves this course as a compressed zip file that only Blackboard can read or we can retrieve for you

Course Copy gives you the option of preserving student information. Course Copy does not require you to import the course package after you have exported it, making it much quicker and easier to copy material from one course to another.