Copy Previous Course Content into a New Course

When new courses are created in Blackboard, they have only the preloaded content outlined as basic content for any course taught at VWCC with support materials for faculty and students on the Faculty Resources and Student Resources menu items. As an instructor, you can copy previous course content into your new course shell.

1. Open the previous semester course which contains the content you wish to copy to the new course shell.
2. Under **Control Panel**, select **Packages and Utilities**.
3. Select **Course Copy**.

![Control Panel Menu]

4. Select **Copy Course Materials into an Existing Course**.

![Copy Course Type]

5. Enter the destination course ID (e.g. VW286.ENG.100.V1.SP10).
6. Check the box next to each item of content you want to copy (it is strongly recommended that the instructor select every option but Faculty Resources (since Faculty Resources section has already been provided in the new course shell). Be sure that the option of **Grade Center Columns and Settings** and **Tests, Surveys, and Pools** is checked).
7. Keep the default settings for **File Attachments**.

3. **File Attachments**

   Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

   ![File Attachments Options]

   - Copy links to Course Files
   - Copy links and copies of the content
   - Copy links and copies of the content (include entire course home folder)

8. Do **NOT** check the box next to **Enrollment** since that could copy the previous semester’s student roster into your new course.

4. **Enrollments**

   ![Enrollments Options]

   - Enrollments
   - Include Enrollments in the Copy

9. Click **Submit** to finish. **Note**: You will receive an email from learn@vccs.edu about the success or failure of the Course Copy process. Do not copy the course a second time until you receive the email about the success or failure of the first course copy as this can result in duplicate items being copied.