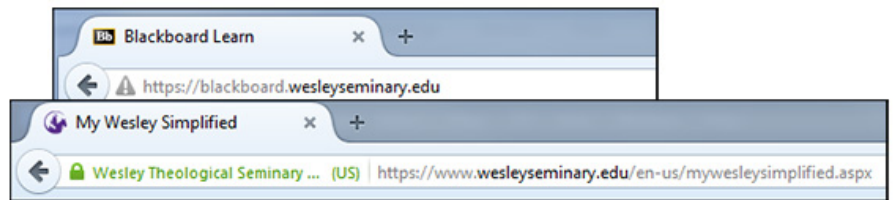


Copying your Course

You can use the Course Copy feature to copy your material from a course you taught previously to one you are preparing to teach. To use this tool you must have the role of Instructor in both courses.

Once you complete the Course Copy (these instructions) please wait at least 30 minutes for all material to copy over before initiating Course Copy again.

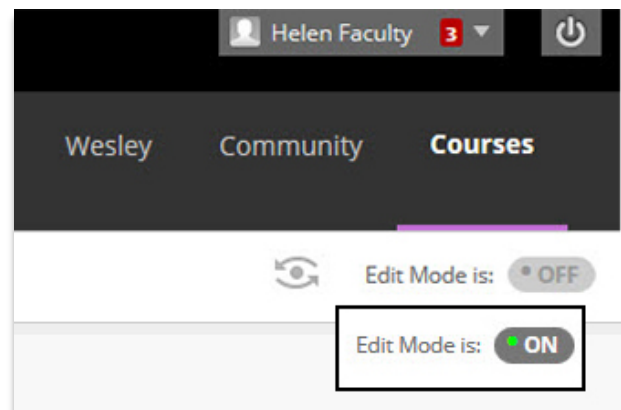
1. Navigate to blackboard then enter your username and password.
You can do this either through [MyWesley](#) or blackboard.wesleyseminary.edu



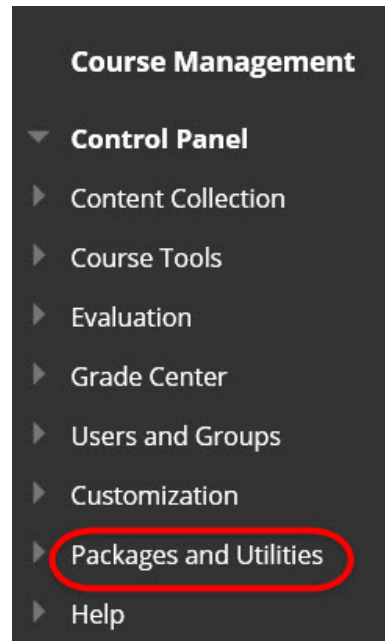
2. Enter the course you will be copying



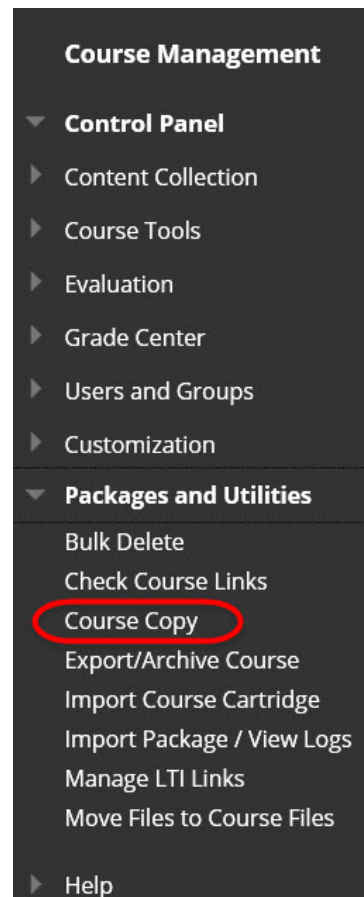
3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen. If the Edit mode shows as Off, click **OFF** once to turn it on.



4. On the Course Management Menu, click **Packages and Utilities**



5. Then click **Course Copy**



6. At Select Copy Type make sure the option selected reads **Copy Course Materials into an Existing Course**

SELECT COPY TYPE

Select Copy Type

7. Under **Select Copy Options**, type the Course ID for the course you want to copy into or click **Browse** to search for the course.

SELECT COPY OPTIONS

* Destination Course ID

If you click Browse, click the radio button next to the destination course.

Courses

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

Course ID	Course Name
<input type="radio"/> BBS-001-15	Sample Course 1
<input checked="" type="radio"/> BBS-002-15	Sample Course 2
<input type="radio"/> BBS-003-2015F	Sample Course Three
<input type="radio"/> BBS-004-2015F	Sample Course Four

8. Choose **Select All** to copy all course content.

Select Course Materials

Content Areas

Information

Content

9. In the File Attachment section, click the radio button next to **Copy Links and copies of the content (include entire course home folder)**

FILE ATTACHMENTS

Course Files

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

Package Size

Calculate Size Manage Package Contents

10. If you wish to copy the users click include Enrollments in the copy.

Note: This will enroll all of the students from the previous course into the new course and is rarely necessary. Most of the time this box should remain unchecked.

ENROLLMENTS

Enrollments Include Enrollments in the Copy

11. Click submit in the lower right corner

Cancel Submit

12. You will receive a confirmation message shown at the top of the screen in green. An email will also be sent when the course copy is complete.

Note: the course copy can take up to 30 minutes. Please wait at least half an hour before initiating the Course Copy again or requesting help. If it has been longer than 30 minutes, and your copied material is still not showing in your target course, please email edtech@wesleyseminary.edu

Success: Course copy action queued. An email will be sent when the process is complete.

Packages and Utilities

- Bulk Delete
- Course Copy
- Export/Archive Course