

Cheat-sheet for Copying Courses

A. Preparation

1. Make sure you are the Instructor or TA/Support Staff of both source and destination course. Please also make sure the instructor of both courses is the same.
2. Read through [Behavior of copied materials](#) and [Resolving copied course items](#).

B. Steps

1. In the **Source Course** –
 - 1.1. On the Control Panel, expand the **Packages and Utilities** section and select **Course Copy**.
 - 1.2. Select Copy Type: **Copy Course Materials into an Existing Course**
 - 1.3. Input the **destination Course ID**, or click Browse to search the destination course.
 - 1.4. Select the course materials that you want to copy over. OR Click "**Select All**" and uncheck those course materials that you don't want to copy to destination course.
 - 1.5. Course Files: "**Copy links and copies of the content (include entire course home folder)**" is chosen as the default setting.
 - 1.6. Select **Submit**.
2. In the **Destination Course** –
 - 2.1. Arrange the **menu** items in correct position.
 - 2.2. Check and update the content if needed (e.g. update assignment and test settings, update adaptive release criteria, remove outdated grade columns).

Details: https://help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Copy_Courses

C. Panopto Video

Panopto Videos would NOT be copied to the Destination Course. You may consider performing any one of the two below –

<p>a. Record or upload new videos to the destination course</p>	<p>Check out the following user guides:</p> <ul style="list-style-type: none"> • Panopto Quickstart • Panopto Instructor Guide • Creator Training Slide Deck • Getting Started Videos
<p>b. Copy the videos from the source course to the destination course and reuse them.</p> <p>In case you have added Panopto video links in Blackboard Content Area, please be reminded to update the Panopto video links in the destination course.</p>	<p>Check out the following user guides:</p> <ul style="list-style-type: none"> • Batch Copy and Move