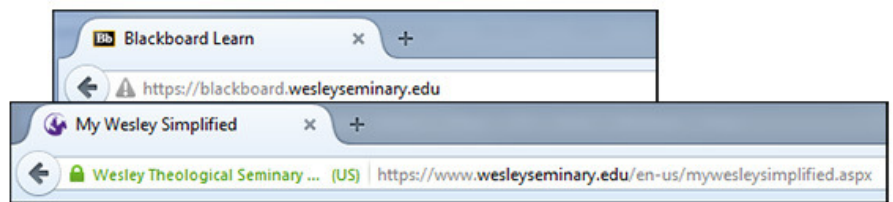


## Copying your Course

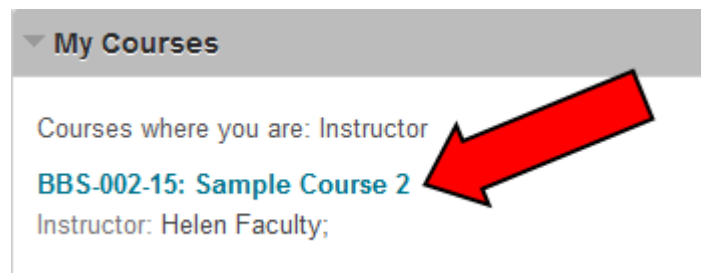
You can use the Course Copy feature to copy your material from a course you taught previously to one you are preparing to teach. To use this tool you must have the role of Instructor in both courses.

*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.*

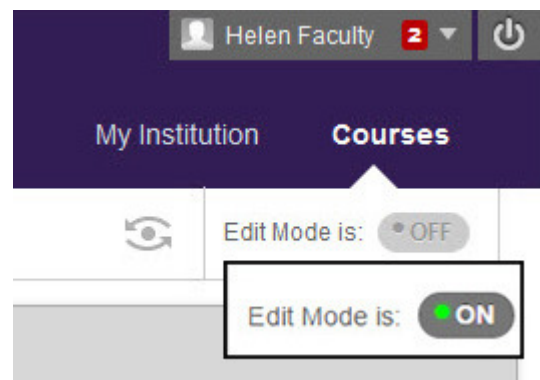
1. Navigate to blackboard then enter your username and password.  
You can do this either through [MyWesley](#) or [blackboard.wesleyseminary.edu](https://blackboard.wesleyseminary.edu)



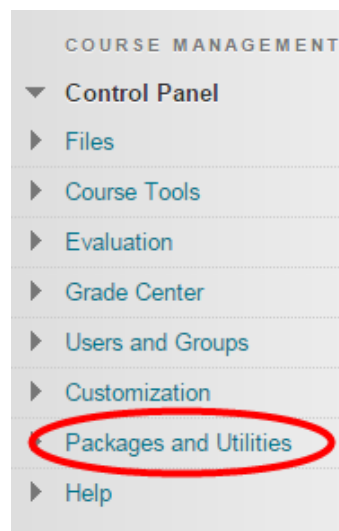
2. Enter the course you will be copying



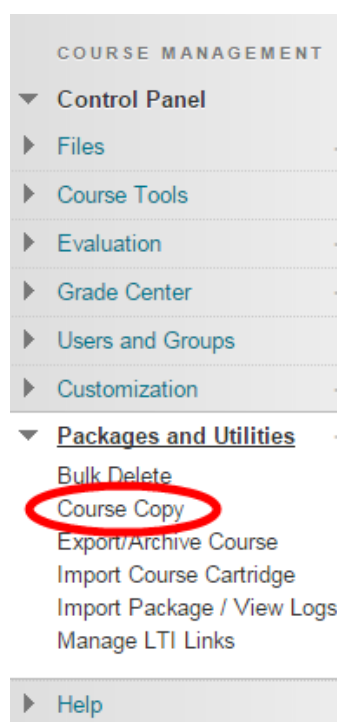
3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen. If the Edit mode shows as Off, click **OFF** once to turn it on.



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



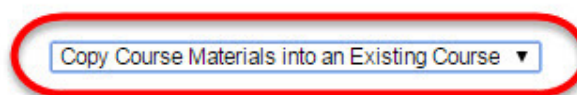
- 
5. Then click Course Copy



- 
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.

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

## SELECT COPY OPTIONS

\* Destination Course ID

BBS-002-15

Browse...

## Courses

Search by: ☐ Course ID ☐ Instructor ☐ Name/Description

Search

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 of the course content. (This is recommended)

Select Course Materials

**Select All** Unselect All

☐ Content Areas

☐ Information

☐ Content

- 
9. Or check the boxes next to the Content Areas you want to copy

Select All Unselect All

- ☒ Content Areas
  - ☐ Information
  - ☒ Content
- ☐ Adaptive Release Rules for Content
- ☒ Announcements
- ☒ Blogs
- ☐ Calendar
- ☐ Contacts
- ☐ Content Alignments

- 
10. 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

Package Size

☐ Copy links to Course Files

☐ Copy links and copies of the content

☒ Copy links and copies of the content (include entire course home folder)

Calculate Size Manage Package Contents

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

#### ENROLLMENTS

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 ☐ Include Enrollments in the Copy

- 
12. Click submit in the lower right corner

Cancel Submit

- 
13. 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](mailto:edtech@wesleyseminary.edu)*

