

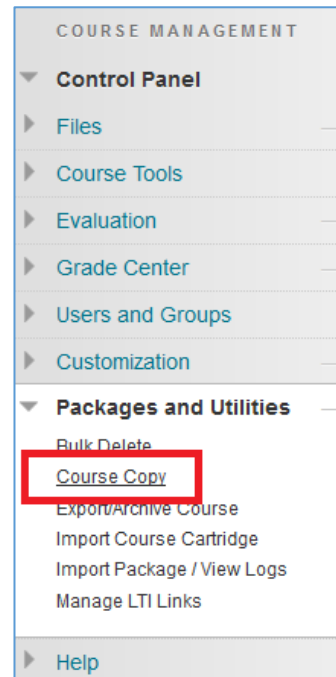
Migrating Blackboard Content

Copying your content

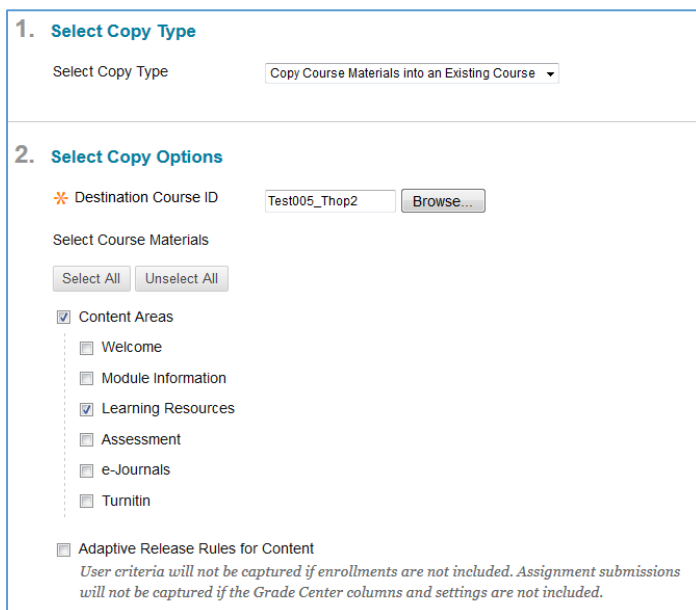
Step 1:

Navigate to the course or organisation you wish to copy and open the **Packages and Utilities** menu from within the Control Panel:

Choose: **Course Copy**



Step 2:



The image shows a screenshot of the 'Copy Course' screen. It is divided into two sections:

- 1. Select Copy Type**: A dropdown menu is set to 'Copy Course Materials into an Existing Course'.
- 2. Select Copy Options**:
 - 'Destination Course ID' is 'Test005_Thop2' with a 'Browse...' button.
 - 'Select Course Materials' section has 'Select All' and 'Unselect All' buttons.
 - Under 'Content Areas', 'Content Areas' is checked, and 'Learning Resources' is also checked. Other options like 'Welcome', 'Module Information', 'Assessment', 'e-Journals', and 'Turnitin' are unchecked.
 - 'Adaptive Release Rules for Content' is unchecked.
 - Footnote: *User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.*

On the “Copy Course” Screen **browse** to locate your destination course. In Section 2, select only the content areas you wish to copy such as “Learning Resources”. Please **do not** click on “Select All”.

Pages such as Resources/Reading Lists and Announcements are already available in the new course area and so **should not** be copied.

Leave all settings in Section 3. And Section 4.

Now click on **Submit**