Blackboard Tips for Faculty  
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The Easy Button

One of the most convenient and useful features of Blackboard is the ability to quickly copy content. There are several copy options which provide you with time-savings methods of posting information for your students or community participants. The most common use is to copy information from one location to another in the same course; however, you can also copy information from one course to another. You can also archive your course, which is a method of making a copy as a backup.

Copy to a Different Area of the Same Course. You can copy any information in your course to another area of your course. To copy information, select the “action arrows” next to the title of your information, and select Copy from the menu. The new screen shows you the same course name, and a Browse button. Click on the Browse button to see the course navigation menu and select the location where you wish to place the information. When you click Submit, the information is now placed in that location. Four clicks is all it takes. If you wish to move the information instead of making a copy of it, select Move instead of Copy in the menu.

Copy to Another Course. You can copy the information in a course to another course. The process is the same as above, except that before clicking on the Browse button, you will select the course you wish to copy the information into. Then when you click on the Browse button, the course navigation menu that appears is for the other course. Click on the location where you wish to place the information and click Submit. Your information is now in both courses—with only five clicks.

Both options above work very well for copying individual content items or links. However, you may wish to copy entire sections of information. To copy more than one content item at one time, use the Course Copy option.

Course Copy. The Course Copy option allows you to copy entire sections of information, such as lessons, assignments, tests, or the gradebook, at one time. It is especially useful if you are reusing content from one semester to another, or wish to include a unit from one course in a different course. This process takes a few more clicks, depending on how much information you select to copy. Here are the steps:

Control Panel > Packages & Utilities > Course Copy

1. Accept the default: Copy Course Materials into an Existing Course
2. Click Browse to select the course you wish to copy the information into.
3. Click the boxes for each type of information to copy. Notice that if you click “Content Areas,” the information under all of your menu items is selected. Be sure to click on Grade Center Columns and Settings if you want your assignments to be automatically set up for you. If you are using Blackboard for quizzes, exams, and surveys, click on the Tests, Surveys, and Pools button.
4. Accept the default: Copy links and copies of the content (include all Course Files)
5. Click Submit. You will receive an email when the course copy is complete. This usually takes 10-15 minutes while you are working on something else.
**Export/Archive Course.** This method allows you to make a copy of your course on your computer or a CD-Rom. If you are developing a course or making major revisions to a course, you may wish to make a copy as a backup. You may also wish to make an archived copy midway through the term, and at the end of the term. Here is the process:

Control Panel > Packages & Utilities > Export/Archive Course

1. Select Archive
2. Decide if you wish the Grade Center data (usually not recommended)
3. Accept the default: Copy links and copies of the content (include all Course Files)
4. Click Submit. You will receive an email when the course archive is complete.
5. After receiving the email, go back into the Export Archive area, where you will see a .zip file of your course. Download the file to your computer or CD-Rom. Then delete the archive in the course as the next time you archive, you’ll be making an archive of the course and archive (nested), which takes longer, uses more space, and is redundant.