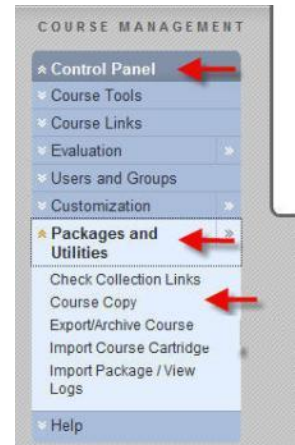


Course Copy

Note: You can initiate a course copy to copy material from your existing courses on Blackboard to your new courses on Blackboard at any time once the new spaces are set up in the system. To verify when this will be done each semester, contact your Blackboard administrators at bbsupport@pvcc.edu. If you prefer, your Blackboard administrator can initiate the copy process for you as well.

To start up a Course Copy on your own:

1. Go into the course you wish to copy **From**.
2. Go to the **Control Panel** area
3. Click on **Packages and Utilities**
4. Select **Course Copy**



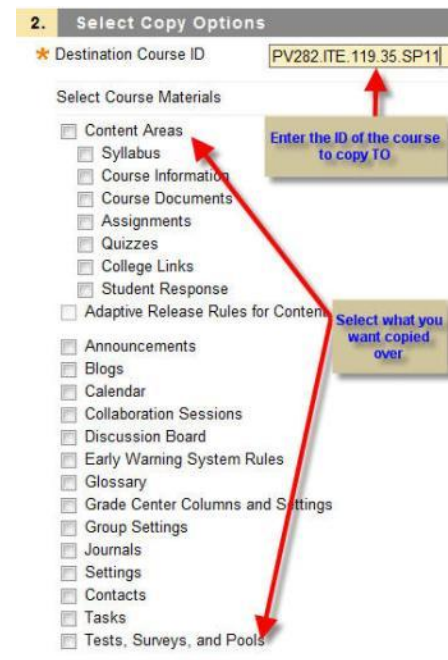
When the Copy Course Screen comes up, your screen will have three sections:

Section 1 – Copy Type: Yours should read: *Copy Course Materials into an Existing Course* – This is the one you want

There may be two other options, depending on your Role in the system. We only mention this because of the possibility they may show and cause confusion. Even if other options do show, use this one.

Section 2 – Select Copy Options

1. The top box – **Destination Course ID** – enter the ID of the course you want to copy TO here.
 Note – the course ID is similar to but *different* from the course name. All ID's for PVCC begin PV282. Then it is the Subject, Catalog #, Section # in order, ending with the Semester designation.
2. **Select Course Materials** – put a check in the box for all items you want to copy to your new course.
 Note: for Tests/Quizzes to come over deployed, you **MUST** select their content area (*Quizzes* for this course), *Grade Center Columns & Settings*, **AND** *Tests, Surveys & Pools* – all together.



Section 3 – Enrollments – Do not use this

Section 4 – Click **Submit** to queue your copy request.

You will receive a Green Success Message when successfully queued, informing you that you will receive an e-mail when it is done.