

Copying (Rolling-Over) a Course in Blackboard

How to copy your development course to your production course. You should only do this once before the beginning of a new semester.

1. Login to Blackboard via the CUNY Portal
2. Review the listed courses to be sure that your new empty course has been created (right-hand side under My Courses, Courses you are teaching: Look for current semester with course(s) listed)
3. Follow the link to the previous semester’s course (ex. Spring 2007). This is where you will be copying the content *from*.
4. Go to the “**Control Panel**” within the course

Course Options	
Manage Course Menu	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course
Course Copy	Resources

5. Under “Course Options” follow the “**Course Copy**” link.

Copy Course

- ▶ ~~[Copy Course Materials into a New Course](#)~~
- ▶ [Copy Course Materials into an Existing Course](#)
- ▶ ~~[Copy Course with Users \(Exact Copy\)](#)~~

6. On the Course Copy Menu screen follow the “**Copy Course Materials into an Existing Course**” link
7. In the “Select a Course” section click the “**Browse**” button
8. Enter the numeric part of your course code (like 101 for EN101 or 202 for NU202) and click the “**Search**” button

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name	
QB_ET_705_P2_200409_DEV	ET 705 P2: Netfund Cisco Ccna 2 [0887]	Aug 17, 2004	20021104100216916725	Moretti, David	<input type="button" value="Select"/>
QB_ET_705_P2_200602	ET 705 P2: Netfund Cisco CCNA 2 [0719]	Nov 12, 2005	20021104100216916725	Moretti, David	<input type="button" value="Select"/>
QB_ET_705_P2_200702	ET 705 P2: Networking Fund II [1077]	Nov 18, 2006	20021104100216916725	Moretti, David	<input type="button" value="Select"/>
QB_ET_705L_P4_200602	ET 705L /P4: Telecom Lab [0720]	Nov 12, 2005	20021104100216916725	Moretti, David	<input type="button" value="Select"/>
QB_ET_705L_Q4_200702	ET 705L /Q4: Telecom Lab [1079]	Nov 18, 2006	20021104100216916725	Moretti, David	<input type="button" value="Select"/>

9. From the list, locate and highlight the course you wish to copy your content into (this will be the current semester course) and click the “**Select**” button.
10. Back on the Copy Course screen, place a **check** next to the Course Materials you wish copied (usually all, but **NOT** “Enrollment”).

2 Select Course Materials

- Content
 - Course Syllabus
 - Course Information
 - Course Documents
 - Support Info
 - Lab Assignments
 - Exams
 - External Links
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

3 Enrollments

- Enrollments
Copy enrollments for all users in the course.

11. Scroll to the bottom of the screen and click “**Submit**” (Do NOT check “Enrollment”)
12. You should see a confirmation screen

Course Copy

This course copy action has been successfully queued. You will receive an email when the process has been completed.

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OK

13. After some time CUNY will email you that the copy process has completed. At that point, go to the new course and review your content. Make any and all changes you desire for the new semester.
14. Remember, you must **Activate** your course for students to be able to access it. Read the “Making your course Available to student in Blackboard” document for more information.