

Copying content from a previous course site into your new site

When you copy material from your previous site to your new site, course menu buttons get copied along with course content. This can result in a potentially confusing duplication of menu buttons in your new site – some with content and some without. As an optional first step, you might want to remove all of the menu buttons (except the Announcements button) in your new (empty) course site by going to the **Control Panel**, clicking **Manage Course Menu**, and clicking **Remove** next to all. (If you decide not to remove these buttons now, you can do so after copying your content, but at that point you will have to distinguish between menu items with content and those without content.)

1. Go to the course site on the 8.0 server (<http://www.courses.maine.edu>) in which the content you wish to copy is located (“source course”) and click **Control Panel**.
2. Click **Course Copy**.
3. Click **Copy Course Materials into an Existing Course**.
4. Click **Browse**, then click **Search** and you will see a list of all of your Blackboard sites. All sites are labeled by semester. It will help to maximize this window to make sure you can see the Select buttons on the right-hand side of your screen.
5. Find the course to which you want to copy the course material in the list of your courses (“destination course”). Click **Select**. The course ID (for example, W1234_A_072) of the destination course appears in the Destination Course ID area.
6. Select the content to copy. Be sure to click **Settings** if you have customized anything in the menu, tools, etc. of the course site. **Do NOT click Enrollments**. Then click **Submit**. You'll see a confirmation. Click **OK**.
7. Your content will appear in the new course site.
 - You may have some duplicated buttons (generally the first group) which you can remove by going to **Control Panel/Manage Course Menu** and clicking **Remove** to the right of the buttons that don't have content in them. (If you removed buttons as the first step, now is a good time to remove the second **Announcements** button in the list.)
 - You may also see discussion board postings copied from the “old” course (both in the general Discussion Board and in any Groups you have set up). You can delete these by opening each forum, clicking **Go** next to **Select All** (bottom of the list of messages), then **Remove**.