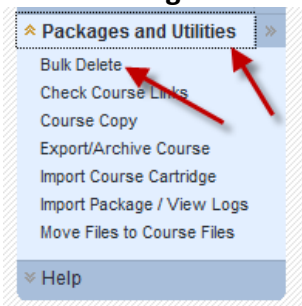


# Copy Course to Template

1. Log into Blackboard and open the template.
2. Select **Packages and Utilities** then **Bulk Delete**.



3. Check all the boxes available to check (this will clean your template of modules to be replaced by the copy feature).

## Select Content Materials to Delete

Warning: This action is final and cannot be undone.

Getting Started

Content

Help Tools

## Select Other Materials to Delete

Announcements

Groups

Discussion Board

Tests, Surveys, and Pools

Grade Center Columns

Statistics

Glossary

Blogs

Journals

Messages

4. Type **Delete** into the box at the bottom.

## 3. Confirmation

\* Type "Delete" to complete this request

Delete

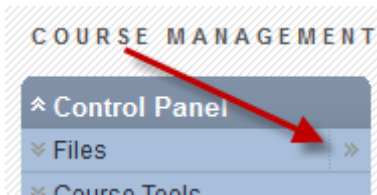
5. Click **Submit** button.

Cancel Submit

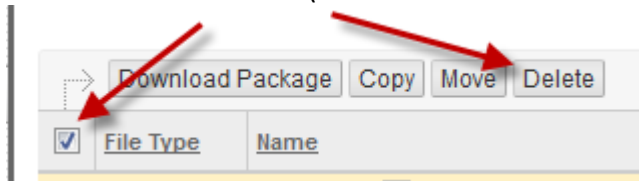


# Copy Course to Template

Go into the **Files** area of the template by clicking the double arrows beside the word “Files”.



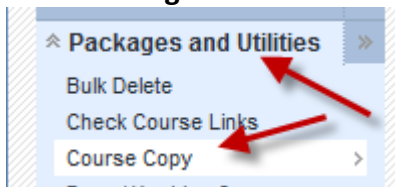
6. Click the check box at the top of list beside **File Type** to select all files on screen. Then click the **Delete** button (Do this until all files are deleted from template files area).



7. ATTENTION: Read this step carefully! At this point you are moving from the template and to the live course that you want copied to the template. Click the **Courses** tab and click the live course you want to copy to the template.



8. Select **Packages and Utilities** and then **Course Copy**.



9. Change the **Select Copy Type** to **Copy Course Materials into an Existing Course**.



10. Click the **Browse** button.



# Copy Course to Template

11. Select the template in which you want the live course copied.

<input checked="" type="radio"/>	BIO103_151129_D	BIO103 Online Course Template
<input type="radio"/>	BIO103_151129_H	BIO103 Hybrid Course Template

12. Click the **Submit** button

3 of 3 items    Show All    Edit Paging...

Cancel    **Submit**

13. Click on the **Select All** button to select all the **Select Course Materials** default options.

a. Under **Settings**, only the default text boxes should be checked. Refer to image below for an example.

Select Course Materials

Select All    Unselect All

Content Areas

Adaptive Release Rules for Content

Announcements

Settings

Banner Image

Course Guest Access

Course Observer Access

Language Pack

Navigation Settings

b. Remove the check mark for **Announcements**' text box, only if you do not want to post last Semester's Announcements. Otherwise, the dates will be carried over from last term.

14. In the File Attachments section, keep the Course Files default to **Copy links and copies of the content** radio button checked.

## FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files

Copy links to Course Files

Copy links and copies of the content

Copy links and copies of the content (include entire course home folder)

15. Click **Submit** and your job will be queued. You will receive an email, if you have entered your email into Blackboard, when the process is complete.

Cancel    **Submit**

