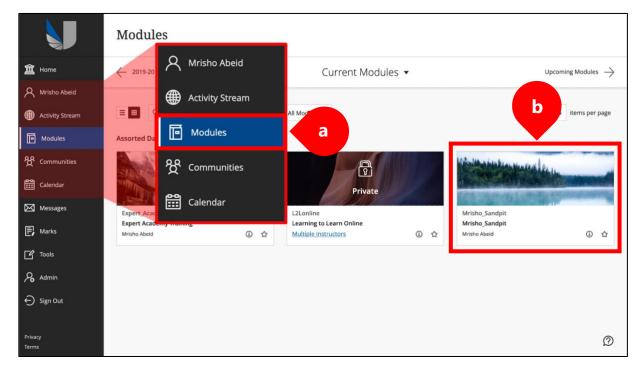


BLACKBOARD: COPY MULTIPLE FILES BETWEEN MODULES

This document will show you how copy multiple files from one module to another. The step shown here are similar for courses and communities as well.

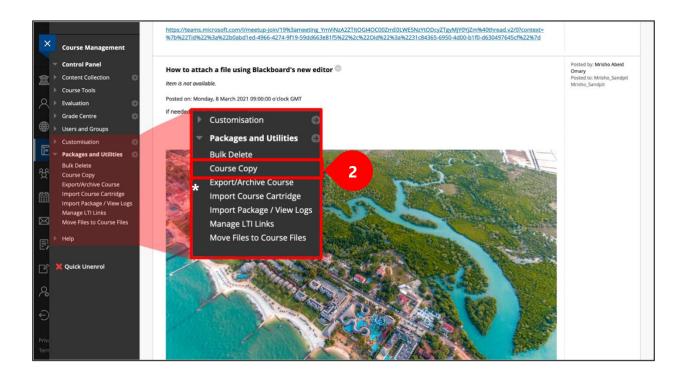
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- 1. After logging into Blackboard and while on the base navigation,
 - a. open modules (for courses and modules)
 - b. select the module in which the files are stored



2. While in the module/course or community scroll down to

course/organisation management > packages & utilities > course/organisation copy:





3. Once you are on the course copy page, a form will be visible to allow you to select the contents to copy and the module to copy them to.

a. **copy type** – this is the default option you will see – to copy content in an existing course (*one you are already enrolled on*)

b. **destination course** – provide a full module code (*with semester dates*) OR select browse and search for it from the list of courses/modules in which you are enrolled

Copy Course Course copy can make an exact copy of manage permission on these files to ma		e a copy of some of the materi	als and create a new course	or add the materials to an existing o	ourse. You must have	1
SELECT COPY TYPE						
Select Copy Type	Copy Course Materials into an B	Existing Course 🗸	a			
SELECT COPY OPTIONS Destination Course ID	Mrisho_Sandpit Br		arch by: Course ID Inst nrisho_sandpit eated in Last: All Courses	Search		
Select Course Materials Select All Unselect All			COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME
Content Areas			 Mrisho_Sandpit 	Mrisho_Sandpit	Sep 9, 2019	bach omarmri mrisomar
Learning Materials						
Assessments						
C Staff Area						
Click Submit to proceed.	rinns			c	Cancel Submit	

c. Select all the content you would like to copy. If you want to copy everything, then use the **select all** button.

Se	lect Course Materials
	Select All
	Content Areas
	Module Information
	Learning Materials
	Tests
	Assessments
	Staff Area
	External Examiner Instructions
	Adaptive Release Rules for Content
	User criteria will not be captured if enrolments are not included. Assignment submissions will not be captured if the Grade Centre columns and settings are not included.
	Announcements
	Blogs
	Calendar
	Contacts
	Content Alignments
	Discussion Board
	 Include starter posts for each thread in each forum (anonymised)
	O Include only the forums with no starter posts
	Glossary
	Grade Centre Columns and Settings

d. For the additional options settings:

i. **file attachments** – leave the default option to *copy links and copies of the content*

- ii. **enrolments** *do not* include the enrolments in the copy
- iii. **submit** to save changes made

FILE ATTACHMENTS	;	
Select an option for c Help for additional ii	opying 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 formation.	2
Course Files	Copy links to Course Files Copy links and copies of the content Copy links and copies of the content (include rse home folder)	
ENROLMENTS	all users in the course. This option does not copy user records in the course, such as marks. User records are only copied with Exact Copy.	
Enrolments	Include Enrolments in the Copy	
Click Submit to proc	eed. Cancel Subm	hit

4. During the copying process, a confirmation message will be displayed containing the message seen in the image below. However, in case there is a problem, an error message will be displayed instead.

Success: Course copy action queued. An email will be sent when the process is complete.
Packages and Utilities

* A confirmation email, similar to the one seen below, will be sent your registered UWL email confirming the completion of the process of copying the selected content to the chosen destination module/course.

Course	Copy process complete. [online.uwl.ac.uk]	$\leftarrow \ll \rightarrow$			
ВА	Blackboard Administrator - To: Mrisho Omary	<do-not-reply@blackboar< th=""><th>Thursday, 3 June 2021 at 15:26</th></do-not-reply@blackboar<>	Thursday, 3 June 2021 at 15:26		
The following Course Copy process has completed: Source CP40057E_27-JAN-20_22-MAY-20 Destination omarmri_flex_sandpit The results of the process are shown below. Operation successful.					



 In most cases, the content you have copied will be stored in the correct section or page in the destination module. For instance, copied assessments and assignments will be stored in the assessments area of the destination module

* however, in some cases, **such as when copying learning materials**, a new section of the same name will be created and the stored content will be saved there – similar to the example blow.

Due to this duplication, you will have to **DELETE** or **HIDE** one of these sections after you have accessed the content you needed.

Learning Materials	۲	OLD CONTENT OF THE MODULE
UWL Replay Recordings	0	
Discussions	۲	
Assessments	۲	
	-•	
Reading List	۲	
Tools 🗹	•	
Blackboard Help 🗹	۲	
Discussions	۲	
	-0	
Group for the module	•	
Module Wikis 🖾	۲	
Wiki	•	
Portfolios	۲	
My Marks	۲	
Learning Materials	۲	COPIED CONTENT FROM THE
		PREVIOUS MODULE