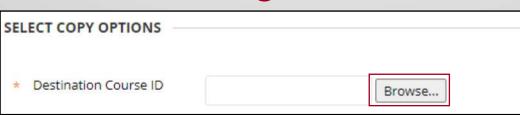
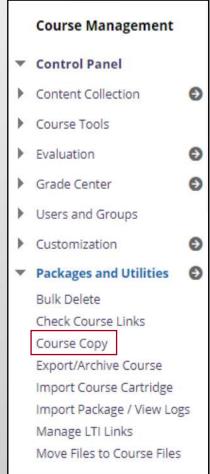


To copy "course content", please follow these steps:

- Enter to the Blackboard System → Enter to Courses → press on the new course that you would like to copy content to → delete the "names of the links" that you want to replace with links from the previous course.
- Enter to the Blackboard System → Enter to the previous course that you would like to copy content from → Course Management → Control Panel
- Expand "Packages and Utilities" → press on "Course Copy"
- 4. Press on "Browse" → to determine which course you want to copy content as shown in step (2)





1



To copy "course content", please follow these steps:

Choose the course that you would like to copy content to → press "Submit"



| Courses Search by: Ocourse ID Instructor Na 00020850_Training_Course Created in Last: All Courses Month | Search | | | |
|--|--------------------------|--------------|--|--|
| COURSE ID | COURSE NAME | CREATED | INSTRUCTOR USERNAME | INSTRUCTOR NAME |
| 00020850_Training_Course | 00020850_Training_Course | Sep 25, 2014 | 00020872 00020757 00008203 07778206 00020850 | بري, روزان الصمداني, دانيه حريري, سلافه السلمي, أبران باعبداش, رشا |
| | | | Displayinį | g 1 to 1 of 1 items Show All Edit Paging Cancel Submit |



To copy "course content", please follow these steps:

- The field for the course ID is filled in with the "course name" automatically as in picture (4)
- ❖ Select the content you want to copy or choose "select all" → press "Submit"

❖ A confirmation message will appear as in picture (6), and the system will send an e-mail massage to

your account that the copying process is done.

| SELECT COPY OPTIONS | | |
|-------------------------|-------------------------|--------|
| * Destination Course ID | 00020850_Training_Cours | Browse |

6

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

| Select Course Materials | | | | | | |
|-------------------------|--------------|--|--------|--------|--|--|
| Select All | Unselect All | | | | | |
| ✓ Content Areas | | | | | | |
| ☐ Getting Started | | | | | | |
| Course Information | | | | | | |
| Learning Materials | | | | | | |
| Assignments | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | Cancel | Submit | | |



Note:

❖ If the course you want to copy the content from the previous semester, it would be available on the Blackboard System.