

How to Copy BB settings from an older course into a new course:

1- open the course you want to copy FROM

2- Go to Packages and Utilites, then click on course copy (yellow circle below)

Training (MUSI-2117-001)

Home Page

Help

syllabus

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities**
  - Bulk Delete
  - Check Course Links
  - Course Copy**
  - Export/Archive Course
  - Import Course Cartridge
  - Import Package / View Logs
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## Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials. You must have manage permission on these files to make copies of them. [More Help](#)

### 1. Select Copy Type

Select Copy Type

### 2. Select Copy Options

\* Destination Course ID

Select Course Materials

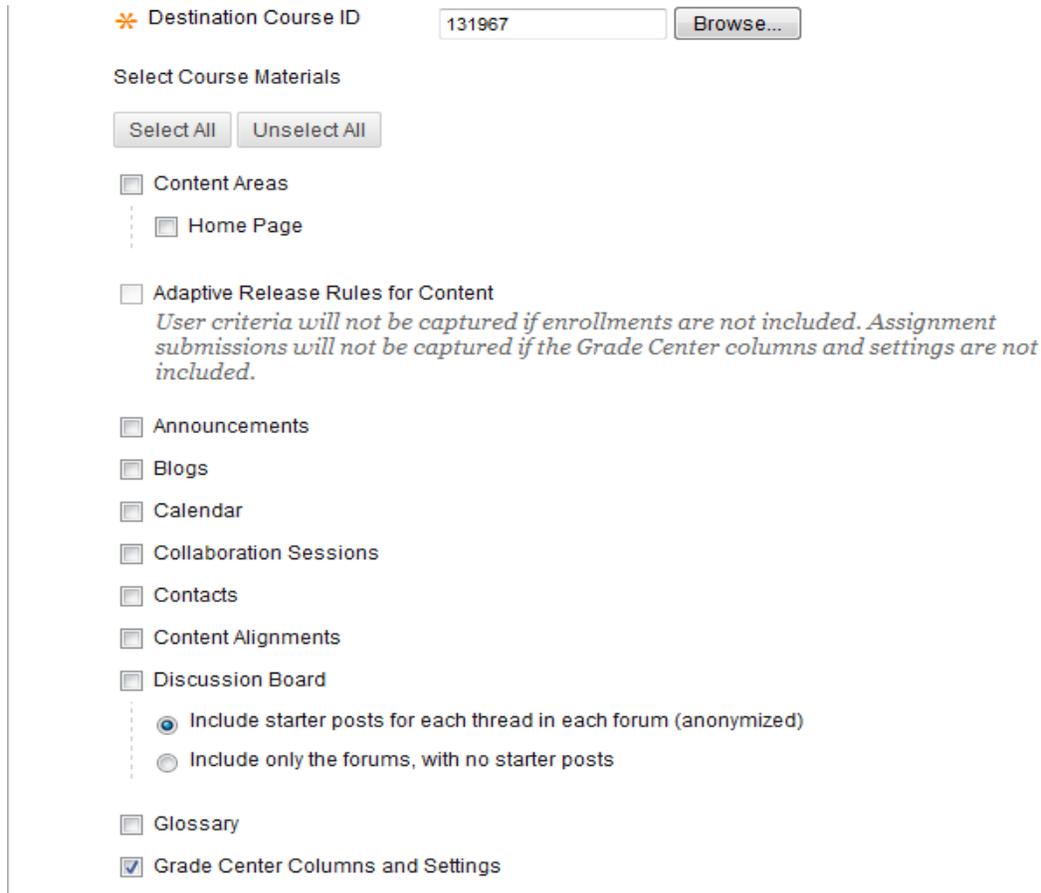
Content Areas

Home Page

3-Select Copy Type should read: Copy Course Materials into an Existing Course

4-Select Copy Options- hit browse to find the course you want to copy INTO

5- you can select any setting to copy, for gradebook check Grade Center columns and settings



\* Destination Course ID

Select Course Materials

Content Areas

Home Page

Adaptive Release Rules for Content  
*User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.*

Announcements

Blogs

Calendar

Collaboration Sessions

Contacts

Content Alignments

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

Glossary

Grade Center Columns and Settings

6- Hit submit. Done

Just a few reminders.

After copying over your gradebook columns, you need to go into the new course and:

- move green checkmark to “Final Grade” column
- delete “Weighted Total” column
- delete “Total” column
- delete the extra schema that was copied over

After linking your syllabus, hit the refresh button to lock in the link.