

Module Copy

There are two way to copy a module. You can use module copy if you are copying to another module on the same system or export / import if you are copying files to another institution.

Copy content from one module to another module

This process explains how to copy items from one Course Resources module into another on the same system. Please ensure that the content copied is relevant and current for the new cohort of students.

For some modules with tests Module copy doesn't copy the tests across, you have to use the export / import option in this case.

1. Go to the module you want to copy from
2. In Edit Mode, in the Control Panel, click Packages and Utilities.
3. Select Module Copy.
4. Click on the Brows button and choose the module you want to copy to. (if you are attached to a lot of modules you may have to search for it)
5. Consider carefully the content that could be reused for the next cohort.

You may want to include:

- Content or Study Materials
- Contacts
- Rubrics
- Tests, Surveys and Pools.

We would advise that you create new Submission points and Discussion Boards. **Under no circumstances copy the Student Feedback Folders or the External Examiners folder**

7. Under Module files choose "Copy links and copies of the content (include entire module home folder) "
8. Click Submit.
9. You will now have to wait for the copying process to complete. This may take up to an hour. You will receive an

email when the copying is complete.

Export / import

This process explains how to copy items from a Course Resources module one system into another system. Please ensure that the content copied is relevant and current for the new cohort of students.

Create an export file of the current module

1. In Edit Mode, in the Control Panel, click Packages and Utilities.
2. Select Export/Archive Module.
3. Click on the Export Package
4. In the File Attachment section, select 'Copy links and include copies of the files...' In the Select Course Materials section, tick the menu items that you want to copy or Select All.
5. Consider carefully the content that could be reused for the next cohort. You may want to include:
 - Content or Study Materials
 - Contacts
 - Rubrics
 - Tests, Surveys and Pools.

We would advise that you create new Submission points and Discussion Boards. **Under no circumstances copy the Student Feedback Folders or the External Examiners folder**

6. Wait until Blackboard has created the export file - you will receive an email when it is ready. The file will be available from the Export/Archive Module page.
7. Click Submit.
8. Save the Export file (right click on the link and select Save Target as ...).

Import the export file into the new module

You need to download and save the export file you have already created.

1. In Edit Mode, in the Control Panel, click Packages and Utilities and select Import Package / View Logs.
2. Click the Import Package button.
3. Under Select a Package, Browse for the export file you have already saved [in step 7 above].
4. In Select Course Materials, tick Content Areas and another menu items that you want to import.
5. Click **Submit**. Wait until Blackboard has processed the import file - you will receive an email when it is ready.
6. When you return to the module, the new menu items will have been added to the module the files that were in these areas.