MyAberdeen: Copying content from other courses

The copy content tool enables you to copy content from a course or an organisation into another. You can either copy all content from one course to another or choose specific items, assessments, discussions, folders, learning modules, question banks and rubrics to copy.

There is also a [video guide](#) (3min) explaining the same steps as below.

Copying content

1. Open the Ultra course that you want to copy content to.
2. Click the **ellipses** at the top right of the Course Content page and select **Copy Items**.
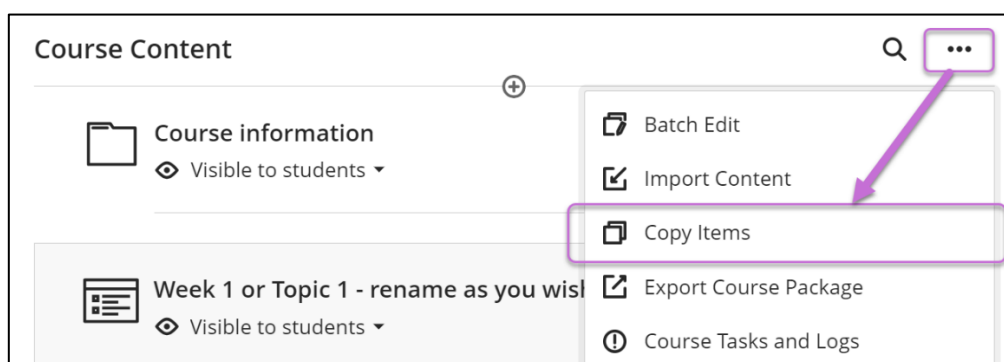

Figure 1 – Location of the Copy Items button.

3. Type the course code or name in the **search field** to find the course you want to copy from. Note the academic year to ensure you are copying from the intended version.
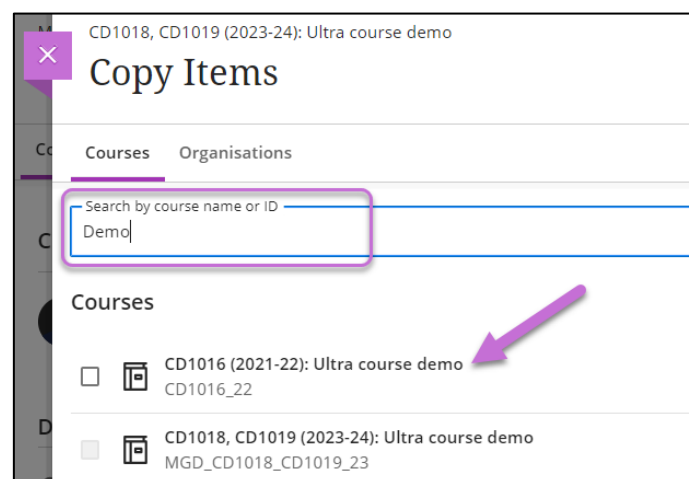

Figure 2 - Copy Items page search field and results.

4. **Click on the title of the course** you want to copy content from.

Warning: Do not tick the box next to any of the course titles. Instead, click on the title of the course. If you select the whole course to copy here at the top level, announcements will also be copied and automatically posted to students.

5. You can now select what content to copy from the selected course.
    a. **To copy all content items, tick Content.**
    b. You can also choose to copy all Discussions, Question Banks and Rubrics. These options will only appear if the course has these content types.
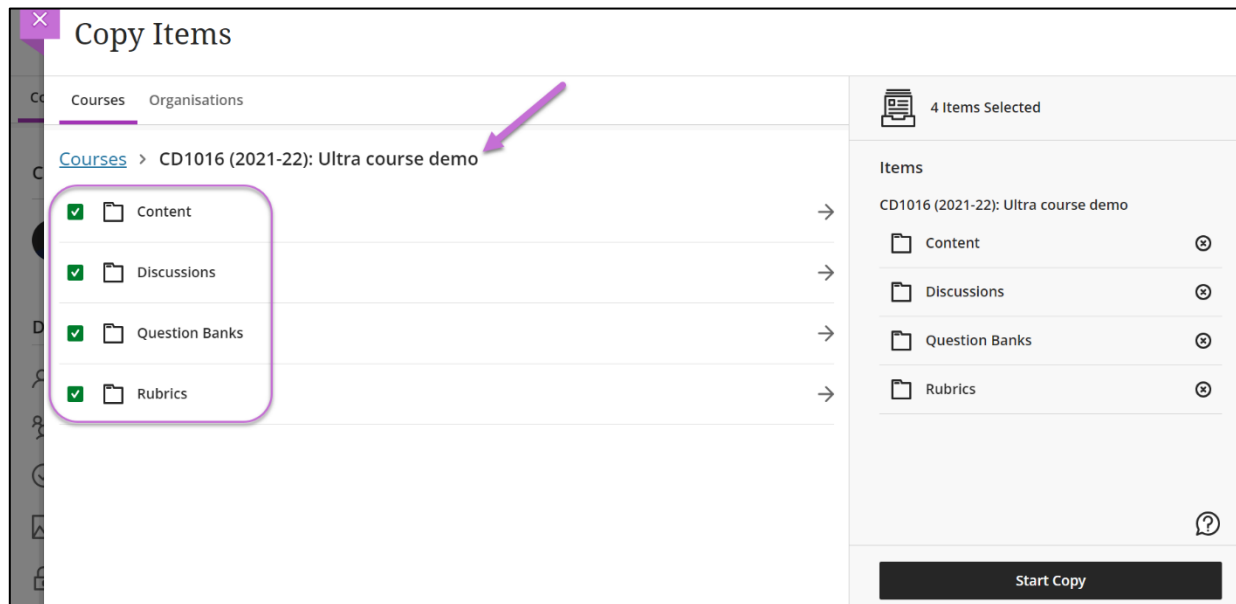

Figure 3 - All content, discussions, question banks and rubrics have been selected to copy.

    c. **To only copy specific items, click on Content to see a list of all the content in the course.** You can also click further into folders and learning modules to select items within. Select the items, folders or learning modules you want to copy (Figure 5).
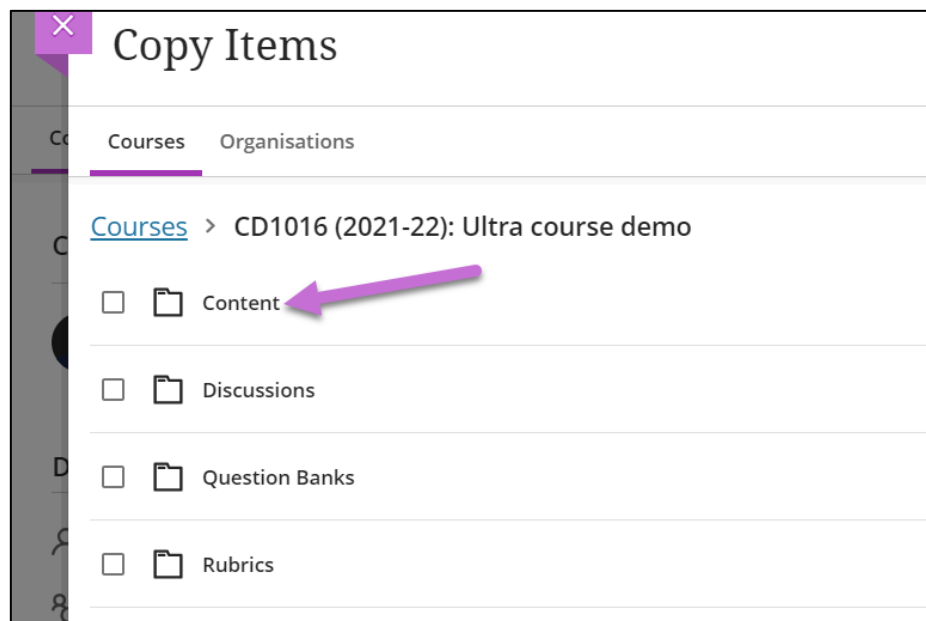

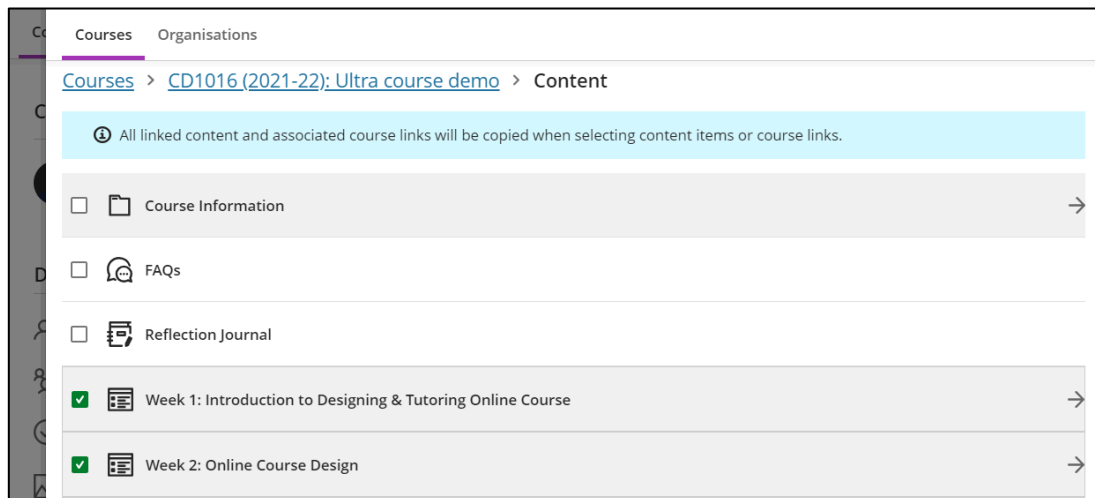*Figure 4 - Content types not selected.*

Figure 5 - Week 1 and Week 2 learning modules selected for copying.

6. As you select items, folders or learning modules to copy, they will be listed on the right side of the panel. Once you have selected all items you wish to copy, click **Start Copy**.
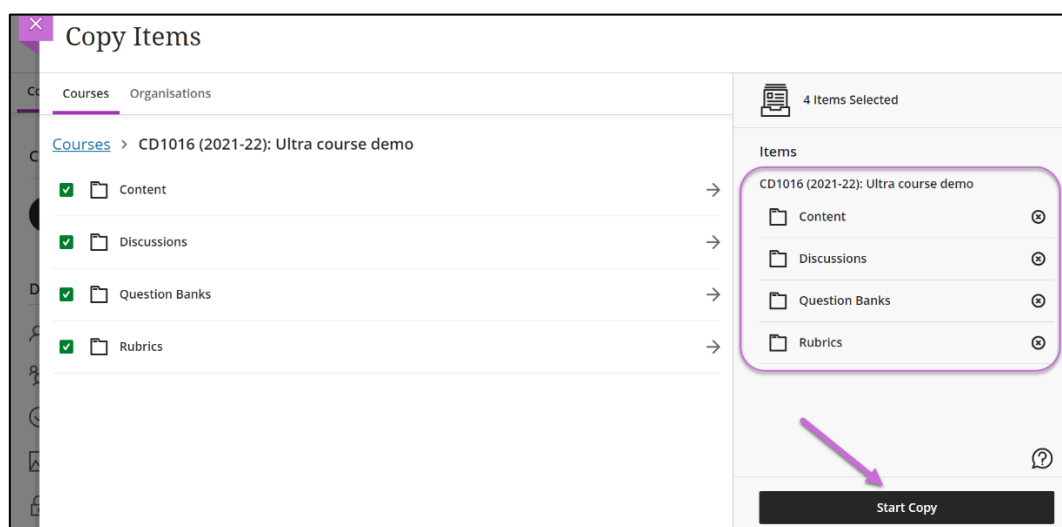

Figure 6 - Items selected section confirms that all content, discussions, question banks and rubrics will be copied from CD1016 (2021-22).

7. The copied content will appear **below the existing course content** and will be set as **hidden from students**. The copy process is finished once the "Copying content" loading icon disappears. You can refresh or move away from the page while the copy is in progress.
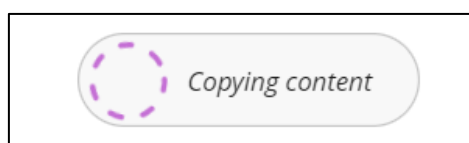

Figure 7 - Copying content loading icon.

Further tips for copying content

- Before you start copying content, you may want to first delete any placeholder items, such as learning modules, from the course if these are not going to be used.
- You cannot copy individual LTI items (such as Panopto links or Turnitin assignments). However, these LTI items can be copied if you copy the folder or learning module containing the LTI items.
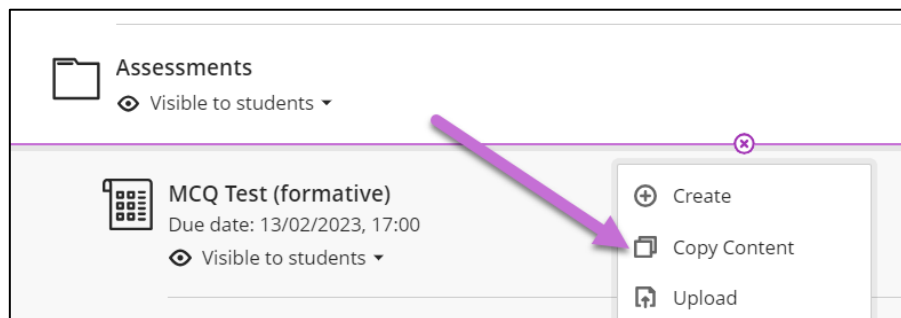- You can copy items into a specific location in the course by using Plus icon -> Copy Content.

Figure 8 - Copy Content in Plus icon menu.

- You can remove items from the Items Selected list by clicking the cross next to it.
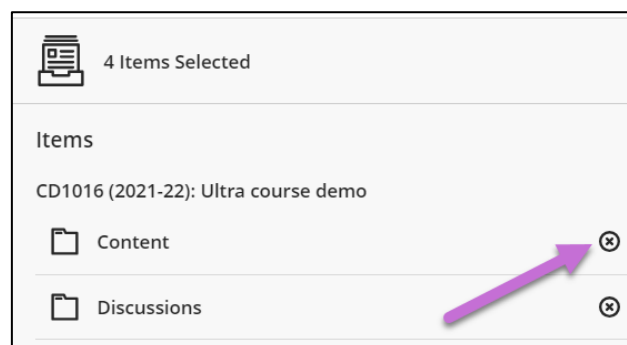

Figure 9 - Cross to remove items selected.

- Use the breadcrumbs to navigate back to the previous level of folders when selecting items to copy.
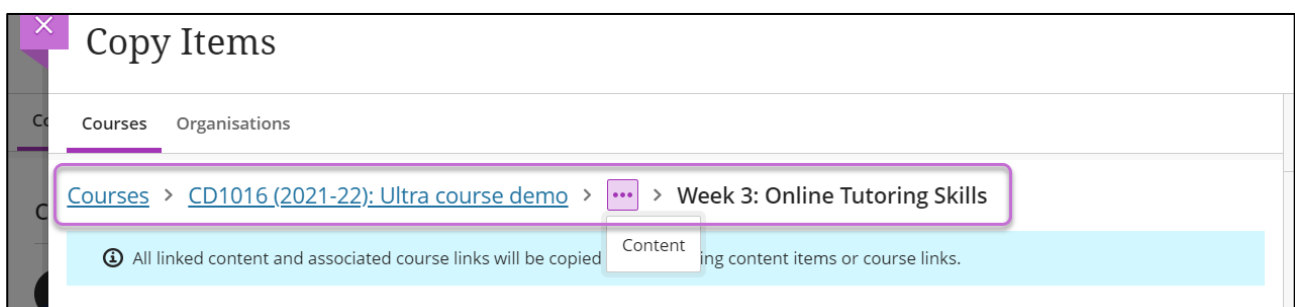

Figure 10 - Breadcrumb navigation in Copy Items panel.

Further Resources

- Course Design Guidelines
- eLearning on StaffNet
- Blackboard Help: Copying content from other courses
- Quick guide: Copying Tests from Original to Ultra
- Quick guide: MyAberdeen: Updating Your Course (Ultra Course View)