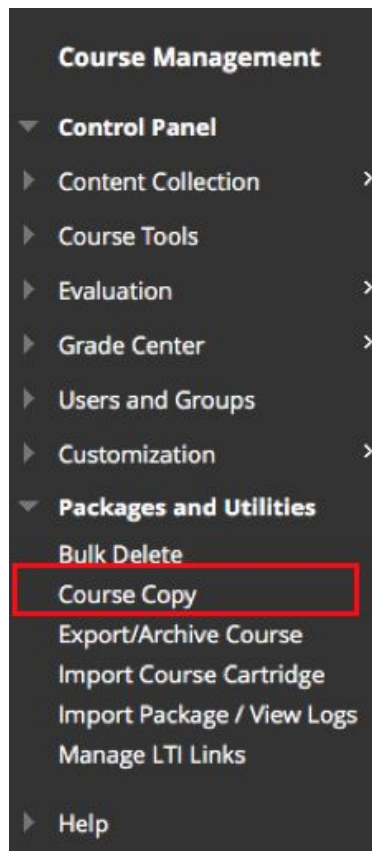# Using Course Copy in Blackboard

The Course Copy function enables instructors to copy content from other courses they are teaching. Instructors can select areas, such as Announcements, Discussion Board, or other content areas to copy from one course to another. Course Copy will add content to a course, but **it will not remove existing content**.

*Note: You must be listed as an instructor in both courses in order to copy content.

Step 1: Go to the course you want to copy materials from.

Step 2: Look for the **Control Panel** at the bottom left of the page.

Step 3: Click on **Packages and Utilities**.

Step 4: Click on **Course Copy**.

Step 5: Leave the "Select Copy Type" set to **Copy Course Materials into an Existing Course.**

Step 6: Click on the **Browse** button to select the Course you want to copy materials into.

SELECT COPY OPTIONS

★ Destination Course ID   [   ] Browse...

The Browse button will bring up a new pop-up window that allows you to select or search for the course. To select the course, just click in the circle button to the left of the Course ID, and then click the blue Submit button at the bottom right.

Courses

Search by: ● Course ID ○ Instructor ○ Name/Description
[anna]   Search
Created in Last: ○ All Courses ○ Month ○ Day

COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
● anna.test.delete	Anna's Test Course	Feb 2, 2017	mennenan.student mennenan.sup	Student, Anna Mennenga, Anna

Displaying **1** to **1** of **1** items   Show All   Edit Paging...

Cancel   Submit

Step 7: Check the areas you wish to copy. When finished, click the blue Submit button.

Select Course Materials

Select All   Unselect All

☑ Content Areas
  ☑ Syllabus
  ☑ Documents
  ☑ Assignments
  ☑ Course Documents
  ☑ External Links

☑ 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

Click **Submit** to proceed. Click **Cancel** to go back.   Cancel   Submit

*Note: The best option is usually to choose the Select All button, and then delete unwanted documents.

Step 8: Click Submit

FILE ATTACHMENTS

*Select an option for copying 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 Help** for additional information.*

Course Files   ● Copy links and copies of the content

*Note: You do not need to check "Adaptive Release Rules for Content" since your student enrollments are not included in the course copy. Also, "Grade Center Columns and Settings" replaces the former version of "Gradebook". "Contacts" replace "Staff Information". If you used either of those options in our previous version of Blackboard, be sure to select those options when doing a course copy.