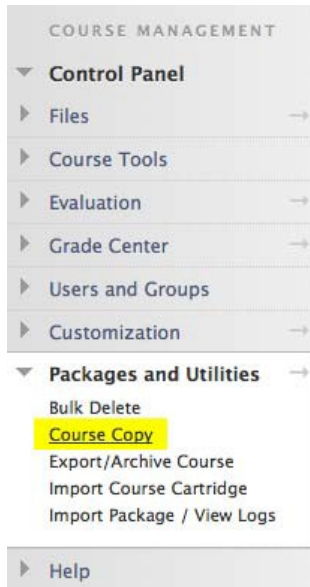


Using Course Copy in Blackboard

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](#).

SELECT COPY TYPE

Select Copy Type

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...

Search by: ☒ Course ID ☐ Instructor ☐ Name/Description

Created in Last: ☐ All Courses ☐ Month ☐ Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input checked="" type="radio"/> colleen.test1.delete	Colleen's Test Course 1	Aug 18, 2011	clarkati.sup cameroco.sup	Clark, Katie Cameron (BBADMIN Grad Student), Colleen

Displaying 1 to 1 of 1 items

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.

Step 7: [Check](#) the areas you wish to copy. When finished, click the blue [Submit](#) button.

☒ Content Areas

- ☒ Syllabus
- ☒ Course Documents
- ☒ Assignments
- ☒ Tests
- ☒ Journal Practice
- ☒ 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
- ☒ Contacts
- ☒ Content Alignments

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.***