

Blackboard Course Copy

A course copy allows you to copy the content and materials from one course to another.

1. Enter the course you'd like to copy from.
2. In the **Control Panel** under **Packages and Utilities**, click **Course Copy** (Figure 1).
3. The Course Copy page appears. Set the copy type to **Copy Course Materials into an Existing Course** (Figure 2).

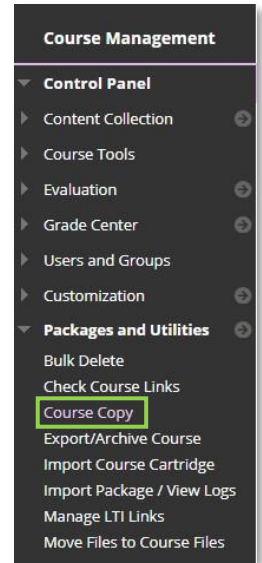


FIGURE 1

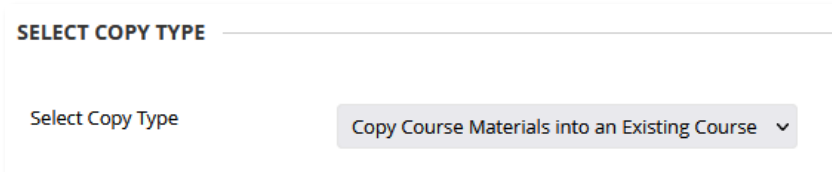


FIGURE 2

4. Enter the Course ID for the course you are copying to in the **Destination Course ID** field (Figure 3). You can click the **Browse** button to browse for the course if you don't know the destination course ID.

Note: You can only copy to a course in which you have the instructor role. If you need instructor access to a course, please use the [Blackboard Enrollment Form](#).



FIGURE 3

5. Select the course materials which you'd like to copy over. Click **Select All** to copy everything (Figure 4).

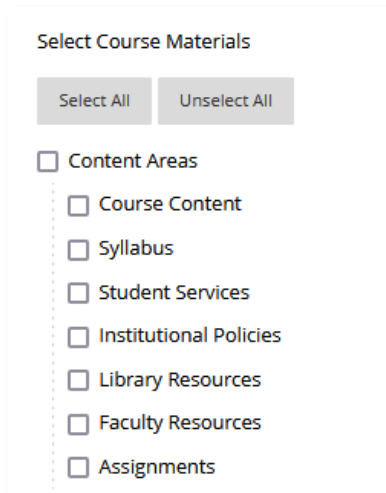


FIGURE 4

6. Leave the remaining settings as the defaults. Click **Submit**.

Note: The course copy will take several minutes to complete. You will receive an email from Blackboard letting you know that the course copy was successful once it is done. Please wait until it has completed before editing any content in the destination course.