**Blackboard Learn Course Copy** is the process of copying content from one course to another.

1. **Enter the course** you wish to copy.
2. In the Control Panel under Packages and Utilities, **click Course Copy** (Figure 1).

The **Course Copy** screen appears, please adjust the following options:

   a) **Select Copy Type**
      Chose the default option to **Copy Course Materials into an Existing Course** (Figure 2).

   b) **Select Copy Options**
      In the **Destination Course ID** field, **type in or paste** the Course ID for the existing blank course shell you are copying into (Figure 3).

**NOTE:** Only courses in which you have the role of instructor or Teaching Assistant may be copied to.

   c) **Select the course materials** that you want to copy over to the existing course or **click on Select All** (Figure 3).

**NOTE:** A course copy operation cannot be completed if you do not select at least one option under Course Materials. A warning is displayed if nothing is selected.
3. **File Attachments**
   Leave the default option Copy links and copies of the content (Figure 4).

![Figure 4](image)

4. **Click the Submit button** to process the Course Copy (Figure 5).
   A green banner will appear at the top of your screen indicating success.

![Figure 5](image)

*Additional Notes:*
The Course Copy function is a process that needs to complete before you will see a successful copy. Therefore, please WAIT for the system email confirmation indicating that the copy process has completed.