Blackboard Course Copy Overview

Step 1: Open the Blackboard Course site that has the content you want to copy

Select the course that has the content you want to copy. Typically, this is your previous semester course site.

Step 2: Go to the Control Panel and select "Course Copy"

You will access the "Copy Course" tool from the Control Panel under "Packages and Utilities":

Step 3: Select "Copy Course Materials into an Existing Course"
When you are ready to copy the course materials, select "Copy Course Materials into an Existing Course" from the dropdown menu:

1. **Select Copy Type**

   Select Copy Type
   - Copy Course Materials into a New Course
   - Copy Course Materials into an Existing Course
   - Copy Course with Users (Exact Copy)

2. **Select Copy Options**

   ![Dropdown menu with options]

**Step 4: Follow Instructions on the screen**

*Note: You can only copy materials between courses in which you have instructor access.*

**Step 4a: Enter the Destination Course ID (the course you are copying into)**

To enter the Destination Course ID, you can either TYPE in the course id, or you can BROWSE to search for the course.

![Course ID input field]

**Step 4b: Select the Content to Copy**

Click the box next to "Content Areas" to select all content Buttons contained in the course:

- [ ] Content Areas
- [ ] Assignment1
- [ ] Course Information
- [ ] Course Documents
- [ ] Assignments
- [ ] External Links
- [ ] Tests
- [ ] Adaptive Release Rules for Content

**Step 4c: Select Other Course Areas to copy**

Click the box next to each Course area except for Announcements.
For a complete description of each area below, click here.

- Announcements
- Blogs
- Collaboration Sessions
- Contacts
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
- Tests, Surveys, and Pools
- Wikis
- Wimba Classroom
- Wimba Voice Authoring
- Wimba Voice Board
- Wimba Voice Podcaster
- Wimba Voice Presentation

**Step 5:** Do not select "Package Size" or "Enrollments". Click Submit.

3. **Course Files**
   - Calculate Size to make sure that the package size does not exceed the limit.
   - Package Size: [Calculate Size] [Manage Package Contents]

4. **Enrollments**
   - Copy enrollments for all users in the Course. This option does not copy user records in the Course, such as grades. User records are only copied with Exact Copy.
   - Enrollments: [Include Enrollments in the Copy]

5. **Submit**
   - You must click Submit to invoke the Course Copy process. If you do not want to complete the copy, click Cancel.