



How to copy course content to another course in Blackboard

It is possible to copy course content from one course to another course in the Blackboard Learning System. This is useful at the beginning of a semester as it allows faculty to copy course content from a previous semester to a newly created empty course.

1. Go to the **[Control Panel]** of the course with the content to be copied (old course).
2. Click on the **[Course Copy]** link under the **[Course Options]** section of the **[Control Panel]**.
3. Click on the **[Copy Course Materials into an Existing Course]** link.
4. Click on the **[Browse...]** button next to the **[Destination Course ID]** field. This will bring up a window containing a list of all available courses. Select the appropriate destination course from the list by clicking on the **[Select]** button to the far right as indicated below.

ADM.TEST.0001	Test Course -02	Sep 3, 2006	 <input type="button" value="Select"/>
AMD.TEST.003	Test Course 3	Aug 12, 2009	<input type="button" value="Select"/>

5. Clicking on the **[Select]** button will bring the course copy page back with the **[Destination Course ID]** value filled in with the selected destination course. Select what portion of the course will be copied by clicking on the **[Content]** section as shown below.


 **Copy Course Materials into an Existing Course**

Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

* Destination Course ID

2 Select Course Materials

 Content

Course Information

Course Documents

6. You can select other course materials like **[Announcements]**, **[Grade Center Columns and Settings]**, **[Staff Information]**, and **[Tests, Surveys, and Pools]** to copy as well by selecting the appropriate options on this page.
7. Before clicking on the Submit button, **please double-check to make sure the correct destination course is selected. There is NO way to reverse this process once the wrong course is selected and the copy request is submitted.**
8. When the **[Submit]** button is clicked, the system will show the following message. "This course copy action has been successfully queued. An email will be sent when the process is complete." Within a few minutes, the system will send a confirmation email. Depending on the size of the course and the status of the server, this process could take longer to complete.