How to Copy a Blackboard Course

The Course Copy tool is a convenient way to reuse and adapt existing course materials semester to semester. A course copy won’t replace existing content in a course but add to what is already there.

1. Open the Blackboard course that has the course materials you would like to copy.

2. On the Control Panel, click Packages and Utilities then select Course Copy.

   ![Course Copy Option](image)

   **Note:** If you don’t see the Course Copy option, you may not be the instructor of the course. You must be the instructor of both courses to perform a course copy.

3. Under Select Copy Type, keep the default option, Copy Course Materials into an Existing Course, selected.

4. In the Select Copy Options section, click the Browse button next to Destination Course ID.

5. In the new window, locate and select the course to which you want to copy and click Submit.

   ![Select Course Window](image)

   **Note:** If you can’t find a course, use the search field at the top of the window or scroll to the bottom of the window to check for additional pages.
6. Under Select Course Materials, select what you want to copy OR click Select All to copy everything.

*Note: It won’t impact the copy to include items that you don’t use; however, you can uncheck anything you don’t want like last year’s Announcements or Syllabus. Student grades are NOT copied in this process.*

- To copy Assignments, be sure to select the Content Area where the assignment is (e.g., Assignments) and the Grade Center Columns and Settings.

- To copy Tests, be sure to select Tests, Surveys and Pools, the Content Area where the test is in (e.g., Tests), and the Grade Center Columns and Settings.

- You may want to change the Discussion Board setting to Include only the forums, with no starter posts. If you don’t make this change, all of the original threads from the previous semester will copy into the new course.

7. In File Attachments, keep the default option, Copy links and copies of the content, selected.

- **FILE ATTACHMENTS**

- **Course Files**
  - Copy links to Course Files
  - Copy links and copies of the content
  - Copy links and copies of the content (include entire course home folder)

8. Click Submit at the bottom of the page to begin the copy. You will receive an email when the course copy has finished. Any content copied can be modified in the destination course.