

Copy Course Content from a Previous Semester in Blackboard



- 1) Access the previous course (i.e., from a past semester) that contains the content you wish to copy.
- 2) In that previous course, access the **Control Panel** menu, click on **Packages and Utilities**, then **Course Copy**.

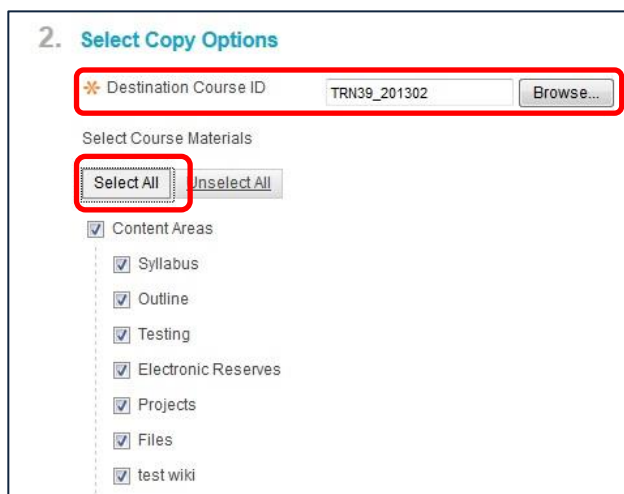


- 2) On the resulting page, click **Browse** to select your Destination Course (i.e., your upcoming semester's course).

A screenshot of a web browser showing a table of courses. The table has four columns: a radio button, a course ID, a course name, a date, and a course code. The third row is highlighted in yellow and has a red box around its radio button.

<input type="radio"/>	TRN39_201203	Training Course 39	Sep 27, 2012	train39
<input type="radio"/>	TRN39_201301	Training Course 39	Apr 4, 2013	train39
<input checked="" type="radio"/>	TRN39_201302	Training Course 39	Jul 22, 2013	train39

- 3) Locate and select the **Destination Course**. Then click **Submit**.



- 4) Click the **Select All** button to copy all content and settings to the Destination Course. Alternatively, you can select specific content areas and settings as needed.

Finally, click **Submit** at the bottom of the page.

Please note that content areas and settings can be modified in the Destination Course.