Course Copy in Blackboard

The Course Copy Tool allows you to copy selected course materials from one Blackboard course to another. You can copy materials from two or more separate courses into one so that you do not have to upload all of the files again.

- Open the course you would like to copy materials FROM.
- Go to Control Panel and click Packages and Utilities.
- Click Course Copy.
- For Section #1, leave it as 'Copy Course Materials into an Existing Course'
- In Section #2, choose the ‘Browse’ button.

1. Select Copy Type
   - Select Copy Type: Copy Course Materials into an Existing Course

2. Select Copy Options
   - Destination Course ID: [Browse]

- Here you will find a list of the other courses in Blackboard that you are teaching. Choose the Blackboard course you want to copy INTO and click the ‘Submit’ button.
• Now check the box beside each piece of information you’d like to copy into the other course and then click the ‘Submit’ button.

• The Course Copy process will be queued. You will receive an email when the process has been completed.
• Once you receive the email, wait about 30 minutes and then go to the destination course to confirm the content has been copied correctly.