

Blackboard Tools Tutorial

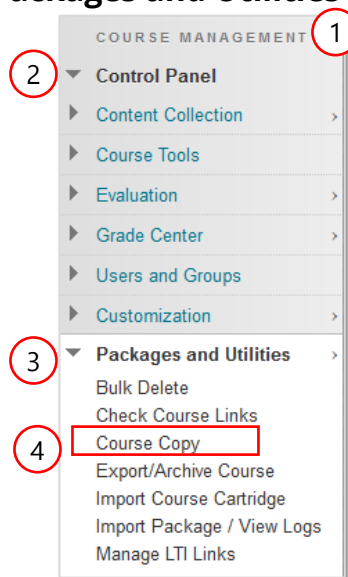
Copying a Course



This tutorial will explain how to copy an existing course in the Blackboard production site into a new semester's Blackboard course template.

Access the Blackboard course you want to copy.

1. In the **Course Menu**, go to the **Course Management** section (1), expand the **Control Panel** (2) and then expand **Packages and Utilities** (3) and click **Course Copy** (4).



2. Select the option: **Copy Course Materials into an Existing Course**
- 3.

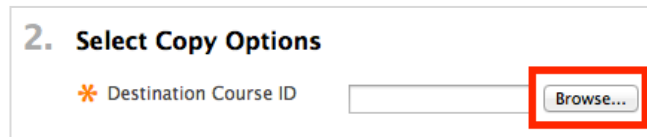
1. Select Copy Type

Select Copy Type

4. In the **Destination Course ID** box, type the course ID number for the course you are copying content to (example: 4159-12345).

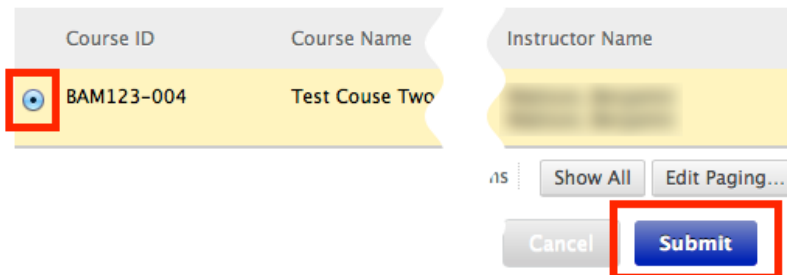
* Destination Course ID

5. If you don't know the Destination Course ID number, click the **Browse** button to view a list of your courses. In the popup window that appears, select the appropriate course ID from your list of courses and click **Submit**. The course ID will populate in the Destination Course ID Box.



2. **Select Copy Options**

* Destination Course ID **Browse...**



| Course ID | Course Name | Instructor Name |
|---------------------------------------------|-----------------|-----------------|
| <input checked="" type="radio"/> BAM123-004 | Test Course Two | [Redacted] |

Show All Edit Paging...

Cancel **Submit**

6. Select the course materials that you want to copy over to the existing course. We recommend **Select All**.

Please note: A course copy operation cannot be completed if you do not select at least one of the following areas:

1. Content
2. Contacts
3. Settings

7. In the File Attachments section, select **Copy links and copies of the content**:
8. **DO NOT** select **Include Enrollments in the Copy**.
9. Click **Submit**.