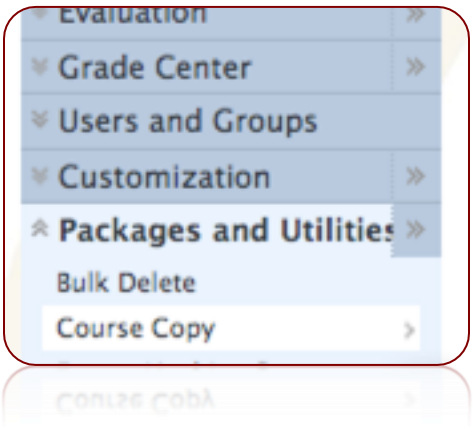
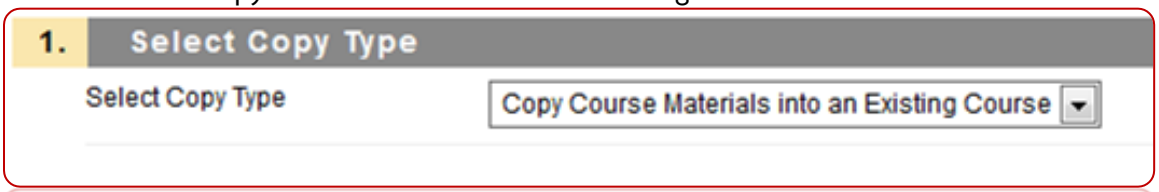
Copying a Course

Blackboard has a built-in utility called **Course Copy**. You can copy all or some of the content from one course and move it over to another course. This is convenient for courses that you don't want to have to rebuild every semester. A copied course is not tied to another course and after the copy becomes completely independent from the course you copied from.

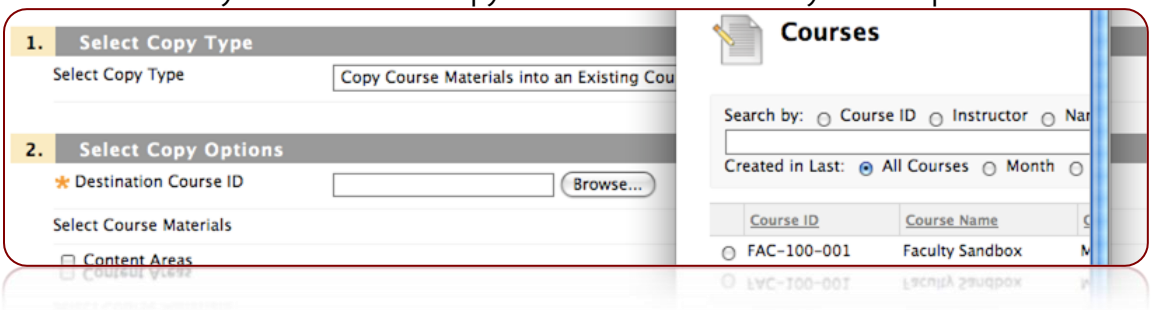
Starting within the course you want to copy from, on the **Course Management Pane,** click **Packages and Utilities**, and then click **Course Copy**.



In the **Select Copy Type** section, select the type of copy you wish to complete (For most users it will be "Copy Course Materials into an Existing Course".



In the **Select Copy Options** section, click **Browse** to find the course you want to copy into. You will only have access to copy materials into a course you have permission.



Under **Select Course Materials**, select the items from the current course that you want to copy to the new one

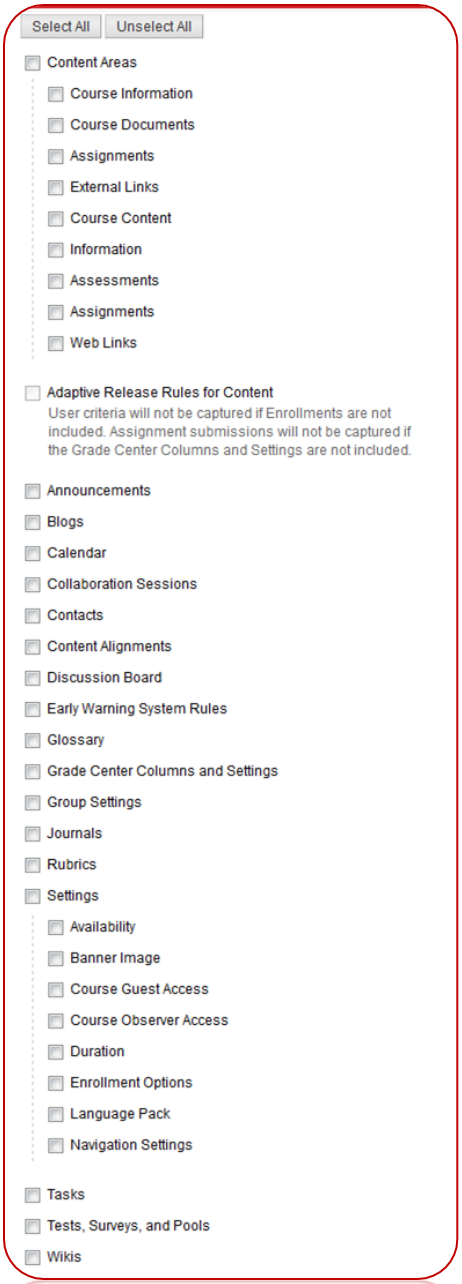
***NOTE:** if you want to copy over ASSIGNMENTS, you MUST copy *Grade Center Columns and Settings* with it.

You can click **Select All** at the top if you wish.

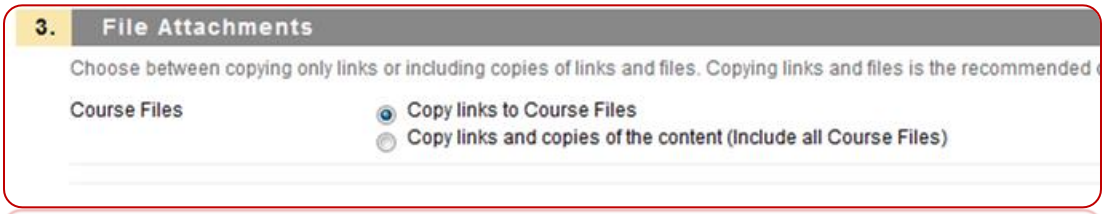
The list under **Content Areas** will change according to the structure of your course.

****IMPORTANT REGARDING DISCUSSION BOARDS**

If you have discussion boards that you are copying from semester to semester, after the copy is complete, you MUST go to the course that you copied into and delete the posts. When you copy a discussion board, posts students made are copied as well. They must be deleted from the new course before you open it to your new students.

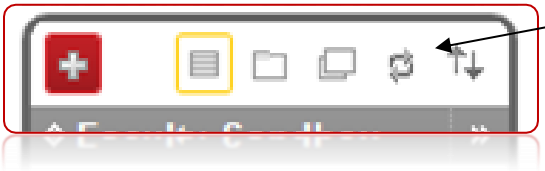


Under **File attachments**, you will have the option to either copy links to the files or create duplicates. For example, if you have a Spring course you're copying into the Fall and you're looking to copy a folder of PDF files, selecting the first option will keep the files within the Spring course, so that particular file will be within the Spring Course in Content Collection, but students in the Fall will have a link to reach that file. Selecting the second option, it will create a duplicate file in the new course for the same file.



When you are finished, click **Submit**.

IMPORTANT!
Please allow up to thirty (30) minutes, even if you receive the confirmation email to ensure the copy is complete. Occasionally, you may also need to click the refresh icon on the course menu to update it manually.



*You will see an update status bar above your breadcrumbs as the copy process is taking place.