Copying Content From One Blackboard Course To Another.

To copy the content of your existing course (“template”) into your newly created new course with missing template, you have to follow steps below:

1. Go to your Blackboard “source” course (template).
2. Make sure that Edit Mode is ON
3. From Control Panel, click Packages and Utilities, then click Course Copy

```
Packages and Utilities

- Bulk Delete
- Check Course Links
- **Course Copy**
- Export/Archive Course
- Import Course Cartridge
- Import Package / View Logs
- Manage LTI Links
- Move Files to Course Files
```

4. Select *Copy Course Materials into an Existing Course* option

```
1. **Select Copy Type**

Select Copy Type

Copy Course Materials into an Existing Course
```

5. Select Destination Course ID by clicking Browse. It will display the list of all your courses. You have to click on the course id and then click Submit. The Destination Course ID should show up in the text box as shown below:

```
2. **Select Copy Options**

- Destination Course ID: CISA101_C10_Fall_2011

Browse...
```

6. Click Select All button and accept the default selections. I should select all your course areas and tools except enrollment. Do NOT select enrollment.
2. **Select Copy Options**

- Destination Course ID: [Course ID]

Select Course Materials

- [Select All]
- [Unselect All]

3. **File Attachments**

Select an option for copying your file attachments. If content will be reused in a different course, copying links allows for access to links and file attachments.

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

7. **Select Copy links and copies of the content option**

8. Do **NOT** include Enrollments in the Copy.

9. Click Submit

After 10 – 30 minutes (depending on the course size), you will get a confirmation email that Course Copy Process has been completed.