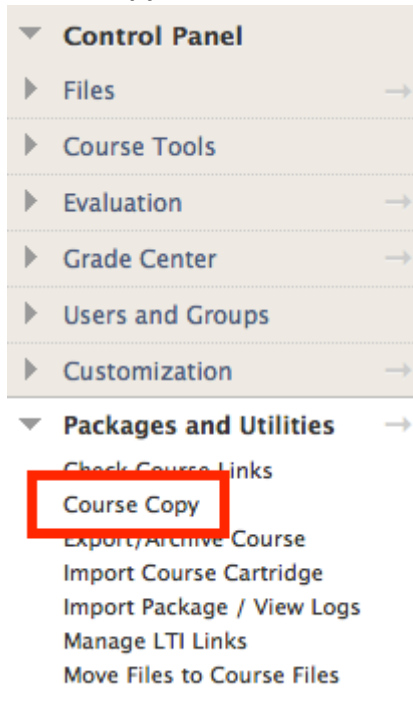


## BLACKBOARD COURSE COPY

Instructors may copy content from one Blackboard course to another in which they are assigned as instructors. This feature can save instructors valuable time as they prepare courses for an upcoming semester.

1.

Inside your course, on the **Control Panel**, expand the **Packages and Utilities** section and select **Course Copy**.



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

### 1. Select Copy Type

Select Copy Type

Copy Course Materials into an Existing Course ↕

3. In the **Destination Course ID** box, click the **Browse** button to view a list of your courses.

### 2. Select Copy Options

\* Destination Course ID

**Browse...**

- 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.

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

15 Show All Edit Paging...

Cancel Submit

5. Select the course materials you want to copy to the current course. We recommend **Select All**.
6. In the **File Attachments** section, select **Copy links, and copies of the content**
7. **DO NOT** select **Include Enrollments in the Copy**.
8. Click **Submit**.

If you still need assistance with a course copy, email [ctles@scsu.edu](mailto:ctles@scsu.edu).