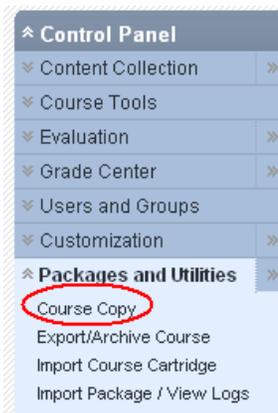


Blackboard – How to Copy a Course

In Blackboard Learn, you may copy a course to another course with all or selected content. To copy a course, you will enter the original course, the course from which you would like to copy.

1. In **My Blackboard** page, click on the course name of the original course. Examples could be your migrated course or a course in the previous semester.
2. In “Control Panel”> “Packages and Utilities”, click on “Course Copy”.



3. In “2. Select Copy Options”, click “Browse”.



4. Choose the new course to which you would like to copy. Click on “Submit”.

| | | | | | |
|----------------------------------|----------------------------|---|--------------|--------------------------------|---|
| <input checked="" type="radio"/> | 3299.112306 | PSY-F111-3299-Fall2012-General Psychology I | May 25, 2012 | 00701015 | Guan-Raczkowski, Yi |
| <input type="radio"/> | 3311.111306_Learn_migrate | General Psychology I - 3311.111306 | Jul 11, 2012 | 00701015 00697158 | Guan-Raczkowski, Yi Couture, Sandra |
| <input type="radio"/> | OR-112306 | Blackboard Learn Student Orientation - Fall 2012 | Jun 21, 2012 | 00701015 00697158 yguanr | Guan-Raczkowski, Yi Couture, Sandra Guan-Raczkowski, Yi |
| <input type="radio"/> | PSY111-YGuan_Learn_migrate | PSY111- General Psychology I - Fall 2012 - Development - Yi Guan-Raczkowski | Jul 12, 2012 | 00701015 | Guan-Raczkowski, Yi |

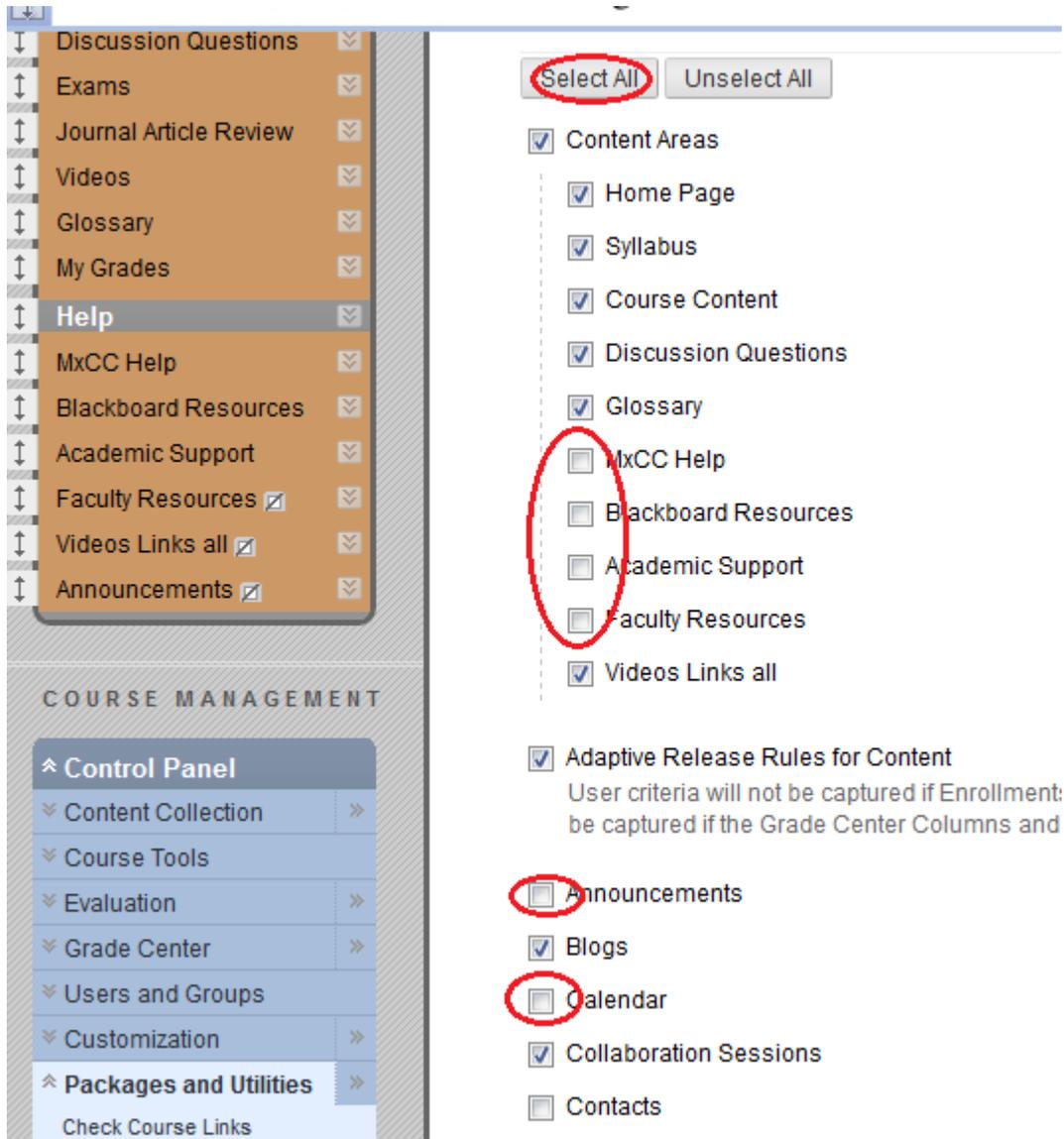
Displaying 1 to 11 of 11 items | [Show All](#) | [Edit Paging...](#)

[Cancel](#) [Submit](#)

5. **A. Copy an entire course.**

MxCC Distance Learning Documentation

If you would like to copy entire content from the original course to a new course, click “Select All”. To avoid creating duplicated links in the new course, **DESELECT** the duplicated links used in the MxCC Template: “MxCC Help”, “Academic Support”, “Blackboard Resources”, and “Faculty Resources”. In addition, if you do not want to copy the old announcements to your new course, you will need to **DESELECT** “Announcements”. Click on “Submit”.



B. You may select the components (links and tools) you would like to copy. Click “Submit”.

MxCC Distance Learning Documentation

6. Log out Blackboard. Depending on the size of your original course, wait for a few minutes. The content will be ready in the new course.
7. To verify the content copied over to the new course, log on to Blackboard via MyCommNet. In My Blackboard page, click on the new course name. Review the content copied over. The copied links in Course menu are listed at the bottom. You will need to reorder the links in the Course Menu.