# MxCC Distance Learning Documentation

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".
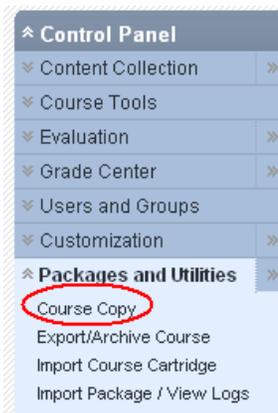
3. In "2. Select Copy Options", click "Browse".

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

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

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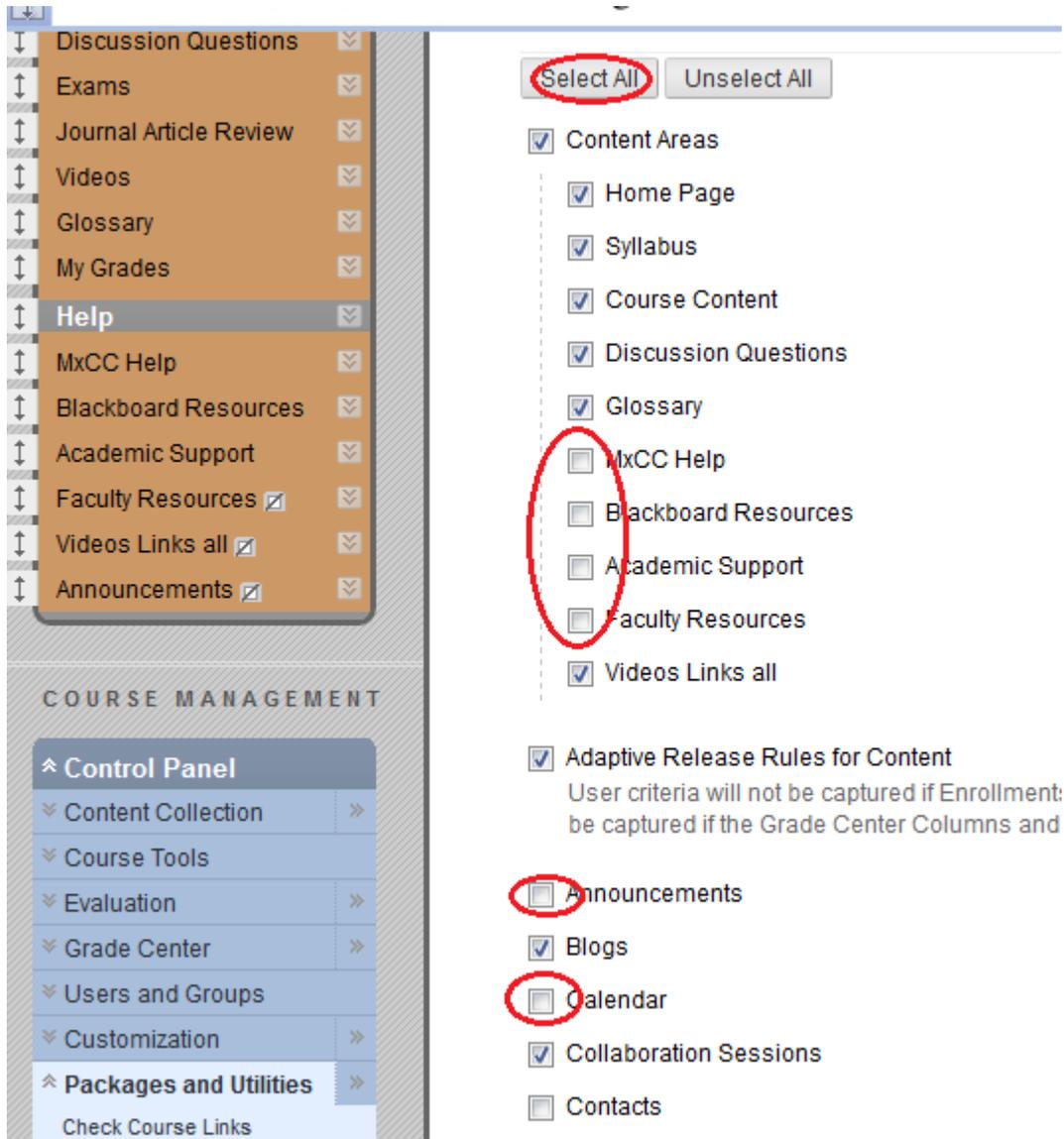
B. You may select the components (links and tools) you would like to copy. Click "Submit".

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.