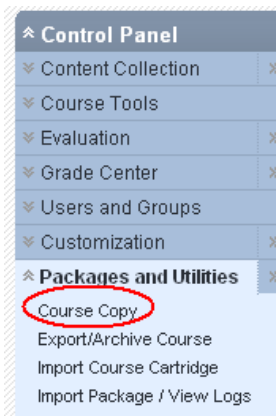


## Blackboard – How to Copy a Course

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.

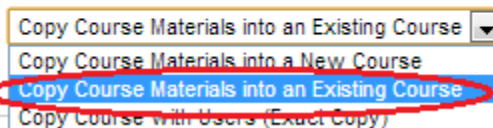
1. In **My Institution** page, click on the course name of the original course. Examples could be your migrated course or a course in the previous semester.
2. In “Control Panel”> “Packages and Utilities”, click on “Course Copy”.



3. Select “Copy Course Materials into an Existing Course”.

### 1. Select Copy Type

Select Copy Type



4. In “2. Select Copy Options”, next to Destination Course ID, click “Browse”.

### 2. Select Copy Options

\* Destination Course ID

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

# MxCC Distance Learning Documentation

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<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

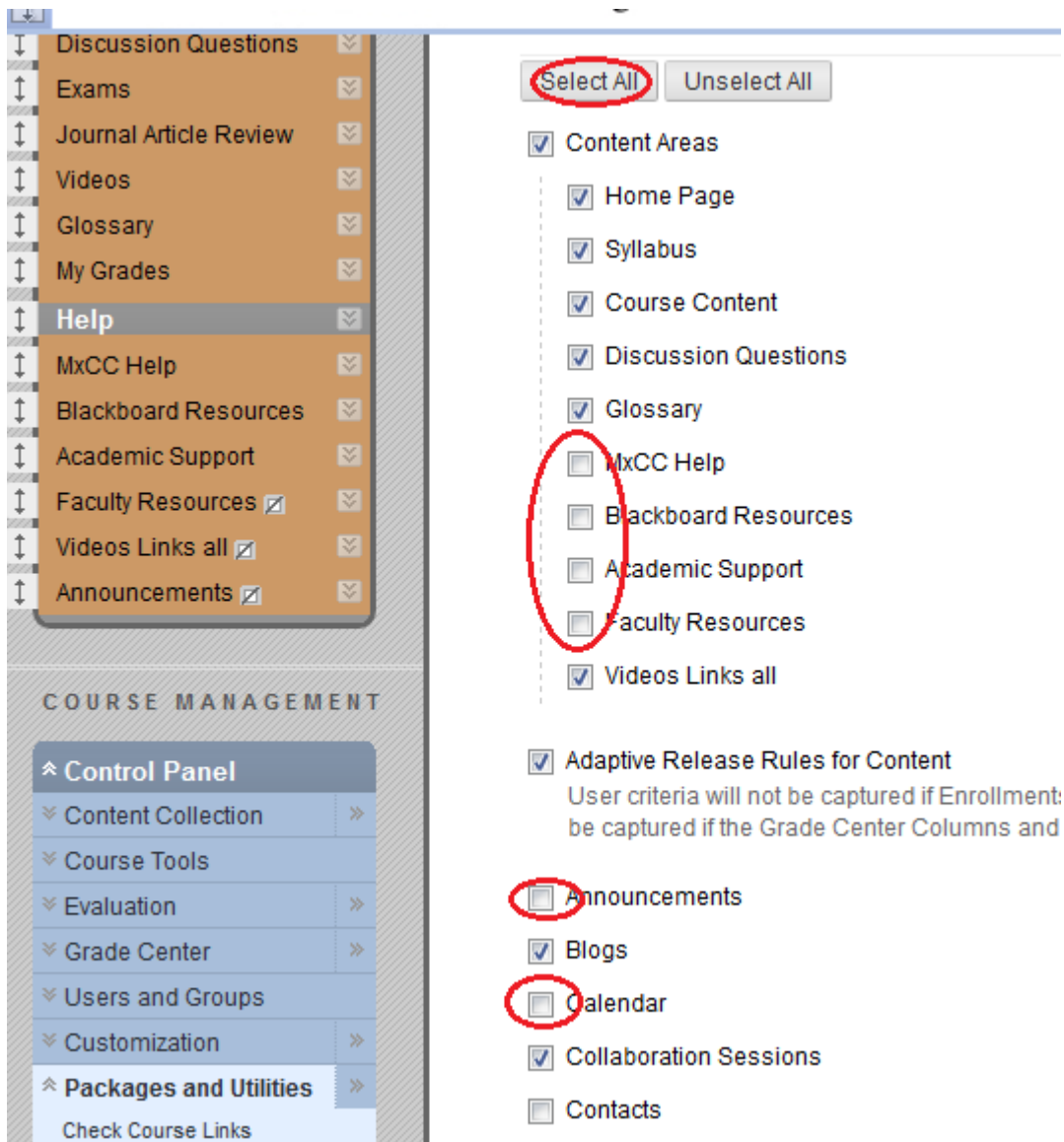
Displaying 1 to 11 of 11 items | [Show All](#) [Edit Paging...](#)

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

## 6. A. Copy an entire course.

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: “Getting Started”, “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”.

# MxCC Distance Learning Documentation



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

7. Under “3. File Attachments”, use the Default option: “Copy links and copies of the content”. This option allows you only copy the files that are linked to any pages or tools you used in your course.

# MxCC Distance Learning Documentation

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## 3. File Attachments

Course Files

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

8. 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.
9. To verify the content copied over to the new course, log on to Blackboard via MyCommNet. In My Institution 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.