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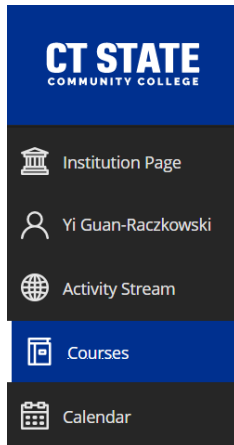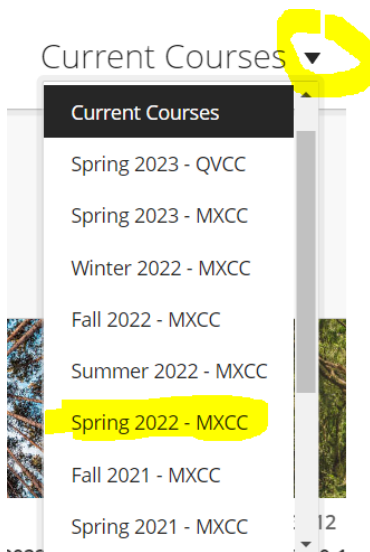
In Blackboard, you may copy a course to another course with all or selected content. To copy a course, you will first enter the original course, the course from which you would like to copy.

1. On **Institution Page**, click on **Courses** link on the left panel.
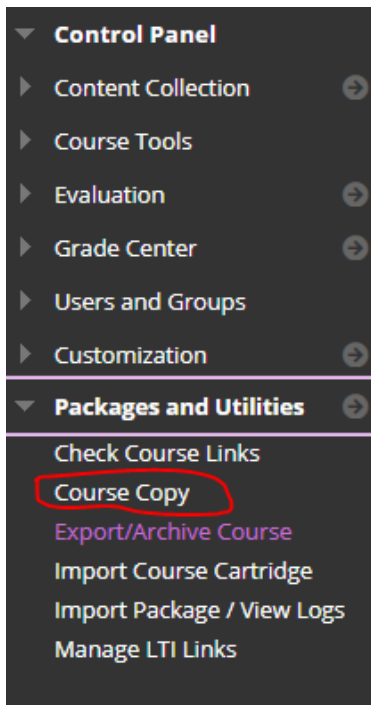

2. To locate a course you taught in a previous semester, click on the drop down arrow next to **Current Courses**. Select the **semester** when the course is taught. Select the course to enter the course Blackboard shell.

3. In "Control Panel"> "Packages and Utilities", click on "Course Copy".

Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- **Packages and Utilities**
  - Check Course Links
  - Course Copy
  - Export/Archive Course
  - Import Course Cartridge
  - Import Package / View Logs
  - Manage LTI Links

4.   Select "Copy Course Materials into an Existing Course".

1. Select Copy Type

Select Copy Type

Copy Course Materials into an Existing Course ▼
Copy Course Materials into a New Course
Copy Course Materials into an Existing Course
Copy Course with Users (Exact Copy)
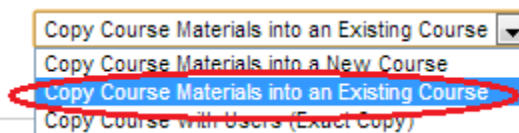
5.   In "2. Select Copy Options", next to Destination Course ID, click on "Browse".

2. Select Copy Options

★ Destination Course ID   [   ] Browse...

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

| ○ | 1321.120106 | PSY-F111-1321-Spring2020-General Psychology I | Sep 27, 2019 |
| ◉ | 1349.123106 | PSY-F111-1349-Spring2023-Gen. Psychology I - 4/10-05/14 | Sep 30, 2022 |

7.   **Select the components to copy.**

Check the components you would like to copy.

a.   Check "Content Area". This allows you to copy all the links in the Course Menu. To avoid copying duplicated links, **DESELECT** the links used in the MxCC Template: "Getting Started", "MxCC Help", "Academic Support", "Blackboard Resources", and "Faculty Resources". If you do not want to copy the old announcements, you will **DESELECT** "Announcements".
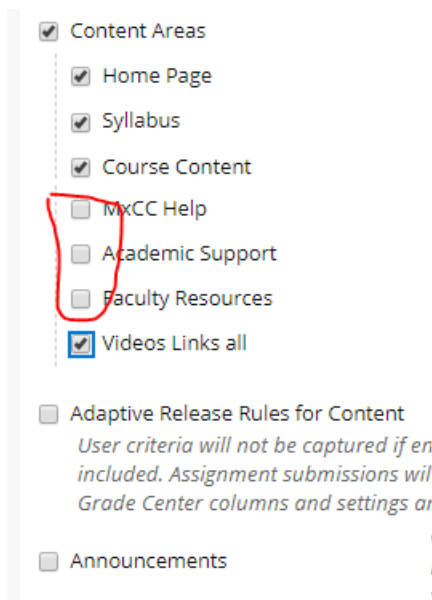
b.   If you would like to copy discussion forums, you will check "Discussion Board" and "Include only the forums, with no starter posts".
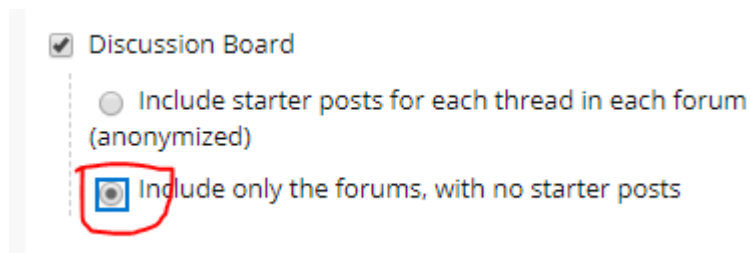
c.   Check "Grade Center Columns and Settings" if you will copy the assignment drop boxes, discussion forums, and tests.

d. Check "Tests, Surveys, Pools" if you will copy the tests.

8. 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.

9. Review all the items you have checked, make sure you include all the components you would like to copy, click on "Submit".

10. Log out Blackboard. Depending on the size of your original course and the time when you attempt to copy a course, wait for a few minutes or even a few hours during a busy time. Check the new course to see if the content is copied over. After clicking on "Submit", please do not copy again if you do not see the content copied over to the new course. It may take a few hours to copy the content over during a busy time.

11. To verify the content copied over to the new course, log on to Blackboard via MyCTState. On **Institution Page**, click on the new course title. Review the content copied over. The copied links in the Course menu are listed at the bottom. You will need to reorder the links in the Course Menu by dragging the handles next to a link.