



**Blackboard**

**Blackboard Course Copy Procedures**

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To copy course content from one course to another within Blackboard follow the instructions below:

1. **Login** to Blackboard
2. Navigate to the **Control Panel** within the course that has the content you wish to copy.
3. Click **Course Copy** from the Course Options module.

The screenshot shows three menu sections: 'Content Areas', 'Course Tools', and 'Course Options'. The 'Course Options' section is highlighted with a blue header and contains the following links: 'Manage Course Menu', 'Manage Tools', 'Settings', 'Course Copy' (circled in red), 'Import Course Cartridge', 'Import Package', 'Export Course', and 'Archive Course'. A mouse cursor is visible over the 'Course Documents' link in the 'Content Areas' section.

4. Click the link entitled “**Copy Course Material into an Existing Course.**”
5. Click the **Browse** button next to Select Destination Course ID:

The screenshot shows a form titled 'Select a Course' with a sub-label 'Destination Course ID:'. There is an empty text input field followed by a 'Browse' button. A red arrow points from the 'Browse' button in the previous step to this 'Browse' button.

6. Select the Instructor Radio Button

The screenshot shows search filters for course selection. It includes radio buttons for 'Course ID', 'Instructor' (circled in red), and 'Title/Description'. Below these is a search input field and a 'Search' button. At the bottom, there are radio buttons for 'Created in Last: All Courses', 'Month', and 'Day'.

7. Type in your Blackboard User ID and click **Search**. (all your courses should now be displayed)
8. Find the course you wish to copy your materials into and click the **Select** button to the right of the course. *Note: You will now be returned to the previous screen.*
9. Under Step 2, select the content areas in which you wish to copy content from. For example, if you wish to copy everything under Course Documents select Course Documents.
10. Click Submit. Note: You should then receive a screen that states “This course copy action has been successfully queued. An email will be sent when the process is complete.” If you received this message then you have successfully completed the process. An email will be sent to your Germanna email account when the process has been completed, usually under 30 minutes.