Copying materials from one course to another in Blackboard

The faculty member must be listed as Instructor for both courses, the source (which houses the materials to be copied) and the destination (into which the materials will be copied). To perform a course copy, follow these steps:

1. Login to Blackboard. From My Courses list, choose the (source) course which contains the materials to be copied.
2. Click Control Panel on the left side, click to expand Packages and Utilities, and then Click Course Copy.
Next, on the **Copy Course** page

3. Under **Select Copy Type** dropdown, choose **Select Copy Course Materials into an Existing Course**.

![Select Copy Type](image)

4. Under **Select Copy Options**, **Browse** for the Destination course (A new window appears with a list of available courses).

![Select Copy Options](image)

5. Under **Select Course Materials**, select the content to be copied.
   - To exclude past announcements, uncheck **Announcements**.
   - To exclude discussion posts from the previous class, select **Include only the forums, with no starter posts** under **Discussion Board**.
6. Click **Submit**. Done. (There may be a delay in the course copy operation.)

7. For more information, check out [Course Copy documentation](#) on Blackboard website.