


# Blackboard Quick Reference Guide

## Copy Course Content from Another Course

The **Copy Course** option enables instructors to copy content from one course they are teaching (or from the Quick Start template) to another course. This feature is most often used to copy course content from one semester to another. Using this function adds content to a course, but won't remove or override existing content. The course shell (to copy into) must exist in Blackboard first.

**Step 1:** From the course that you want to copy, click  **Control Panel** .

**Step 2:** Click **Course Copy** in the Course Options area.



**Step 3:** Click **Copy Course Materials into an Existing Course** (since you will be copying the content into an existing empty course shell).

**Step 4:** Click **Browse** to search for the course you want to copy the content into (Destination Course).

Search By:  Course ID  Instructor  Title/Description

Created In Last:  All Courses  Month  Day


**Step 5:** Click  to list all of your courses. Expand the search window, if necessary.

**Step 6:** On the far right side, click  for the course that you want to copy content into.

**Step 7:** Check the areas you want to copy. When reusing a course for the next semester, it's recommended to check all of the boxes to **(except *Enrollments*)**.

**Step 6:** When finished, click  .

<input type="checkbox"/> Content
<input type="checkbox"/> Student Resources
<input type="checkbox"/> Faculty Only - 2008/09
<input type="checkbox"/> Course Information
<input type="checkbox"/> Semester Schedule
<input type="checkbox"/> Assignments

 Your copy request will be placed in a queue in Blackboard. A message appears indicating that an email message will be sent when the copy has been completed. Depending on the number of requests in the queue, this may take some time – such as at the beginning of a new semester. In checking the destination course, you may see only part of the copied information appearing. Don't be alarmed; the rest will copy eventually. Don't modify the course until you receive the email message!