

Course Copy

You can use the Course Copy process to copy materials from one Blackboard course directly into another. This process will not provide a backup of your course; to make a backup, please see the guide titled "Backing up your Blackboard Course."

1. From the Control Panel of the source, select **Course Copy**



2. Select the option **Copy Course Materials into an Existing Course**.
3. Click **Browse**.
4. Select **Search by: Instructor** and add your Blackboard login name to the search box.

A screenshot of a search interface. It features a "Search by:" label followed by three radio button options: "Course ID", "Instructor", and "Name/Description". The "Instructor" radio button is selected and highlighted with a red box. Below the radio buttons is a text input field containing the text "zsmith", which is also highlighted with a red box. To the right of the input field is a "Search" button.

5. Select the destination course from the list
6. Check the materials to copy from the provided list and **Submit**.

If the destination course already has some of the materials you are copying, **Course Copy** will add a redundant copy.

Note:

If you choose to copy the Discussion Board, be aware that only forums available to the entire class, along with their initial posts, will copy over; discussion forums enabled in group areas will not copy from one course to another.