

Copy Information from Your Blackboard Course into a New Course Shell

Copying information from an existing Blackboard course into a new course shell is a quick way to populate the new course shell. In the copy process you can place check marks beside all items that you want to copy and leave blank any items you do not need to copy. For purposes of clarity we refer to the courses as the Source – the course we are copying from – and the Destination – the course we are copying to.

1. Begin by logging in to Blackboard and selecting the course containing the content to be copied.
2. Open **Control Panel** located below the left navigation bar.
3. In the **Course Options** section on the left, select **Course Copy**.
4. Next select **Copy Course Materials into an Existing Course**.
5. Under **Select a Course**, click the **Browse** button to locate the **Destination** course.
6. In the **Search for Courses** window, select to search by **Course ID, Instructor, or Name/Description** and enter the relevant information. It is best to search by **Course ID** to limit the number of courses listed.
7. After entering the search criteria, click the **Search** button.
8. Click the **Select** button to the right of the Destination course.
9. Click to **add a checkmark** next to each of the items you wish to copy into the destination course. Be sure to scroll down so that you see all of the choices.
10. Finally, click the **Submit** button at the bottom right of the screen.
11. Click the **OK** button on the next window and the **OK** button to finish copying the data into the destination course.