**Course Copy**

The course copy process is used for copying from one course to another course. Please note: this process can be used by faculty IF they are not merging their courses. If you need to merge your courses and complete a copy, please fill out this form.

Log into Blackboard.
Click into the course that currently has your information, files, assignments, etc. This is known as the source course that will be copied from.

On the Control Panel:
Click Packages and Utilities
Click Course Copy

On the next screen, Copy Course screen:

**Option 1:** Leave as “Copy Course Materials into and Existing Course”
**Option 2:** Select the Destination Course, the course copied to by clicking Browse.

Select the course from the list and click Submit.
Select all of the materials that you want copied by checking the boxes. Always check the boxes for Content areas. If copying any graded tools from the source course, such as Assignments, discussion boards, tests, surveys, pools, etc. you must check the box for Grade Center Columns and Settings.
**Option 3:** Leave the default option selected. “Copy links and copies of the content”

**Option 4:** Click Submit.

On the next screen, a green message will state that the action has been queued and an email will be sent when complete.

Depending on the size of your course will determine how long the process will take. Once you get the email, you can go into the destination course to begin modifying the new course for the upcoming semester.

If you have any questions, please contact the Help Desk by submitting a ticket or calling 610-519-7777.