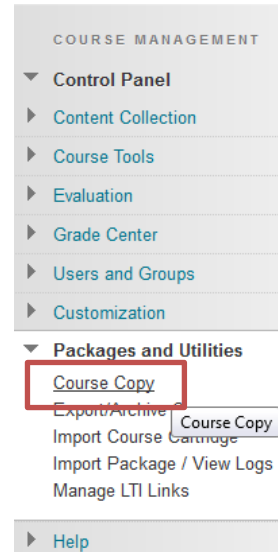


Copying Blackboard Course Material into another Course

If you have multiple sections of the same course, instead of redoing all the work of building the same course multiple times you can build one course and then copy the material over to the other sections using Blackboards Course Copy tool.

Course Copy

1. Navigate into the course you want to make a copy of.
This is the course that contains the material you wish to copy.
2. In the **Course Management** area of the Course Menu, open the **Control Panel**, select **Packages and Utilities** and click on **Course Copy**.
3. Once the page loads, make sure the **Select Copy Type** is set to **Copy Course Materials into an Existing Course**
4. Click on **Browse** next to **Destination Course ID** and locate the course you want to copy the material into.
 - Click on the radio button to the left to the course and click **Submit**.



Course ID	Course Name	Created	Instructor Username	Instructor Name
<input checked="" type="radio"/> 01229.999999	ZZZ-999-999-Bb Production Course Shell Johnston	Aug 12, 2014	johnstc crj-instructor	Johnston, Christina Instructor, Christina

Click This

Displaying 1 to 1 of 1 items | Show All | Edit Paging... | Cancel | Submit

5. **Select Course Material** you wish to copy by clicking the check box next to each item you wish to have copied or simply click on **Select All** to copy all materials.
6. Scroll down and click on **Submit**.
7. **Please note:** The more course material you have, the longer this process will take. This process can also only be done one course at a time, so if you have 3 sections of the same course, you will have to do this process twice.