Copying a Course in Blackboard

After you request a new course shell in Banner for the term you are about to teach, you may want to copy your materials from a previous Blackboard course into the new shell.

Generally, there will be an "old" shell where you developed your materials (or possibly taught the course previously).

You will be copying from the "old" shell to the new one (your destination course).

The destination course will likely have templates or other items in it that you should clean out before doing your copy.

So this is a two-step process:

1. Clean out your destination course.
2. Copy from the "old" course to the destination course.

Step 1: Cleaning Out Your Destination Course

1. Log into Blackboard.
2. Open your destination course.
3. Delete each of the items in the course menu by clicking the double chevrons next to each item and selecting Delete from the menu that appears.
4. Once the menu items are cleared, you have a blank course in which to copy your materials.
Step 2: Copy From the Old Course to the Destination Course

1. Exit from the destination course and open the old course that contains the materials you wish to copy.
2. Find the blue **COURSE MANAGEMENT** menu at the bottom left of the screen.
3. Click **Packages and Utilities**.
4. Select **Course Copy** from the items that appear under **Packages and Utilities**.
5. In section 2 of the Copy Course page, use the **Browse** button to find and select the destination course you are copying into.
6. Click the **Select All** button so all areas of your course are copied.

7. Finally, click **Submit** to perform the copy.