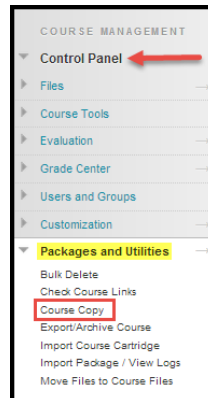


Copy Course Content

Copy content material from an existing course into a new course.

- Go to the existing course that contains all of your content you would like to copy from.
- Go to **Control Panel** on the bottom left-hand corner of the course.
- Click on **Packages and Utilities** then click on **Course Copy**.



1. Select Copy Type

- Copy Course Materials into an Existing Course will automatically be selected.

2. Select Copy Options

- Destination Course ID (CRN) will be the course that the existing content will be copied into. Click on the **Browse** button and select the appropriate course.
- Click **Select All** to select ALL content within existing course to copy into the new course.

Copy Course Content (continued)

3. File Attachments

- Select this option to copy link and copies of the content over into your new course.

3. File Attachments

Course Files

Copy links and copies of the content (include entire course home folder)

Package Size

Calculate Size Manage Package Contents

4. Enrollments

- Do not select Include Enrollments in the Copy.** this will copy all enrollments from the existing course and place them into the new course. (Example – by selecting this option, it will copy all enrollments from your old spring course and insert them into the new summer course along with all of the new summer enrollments).

4. Enrollments

Copy enrollments for all users in the course. This option does not copy course records, such as grades. User records are only copied with Exact Copy.

Enrollments Include Enrollments in the Copy

- Click **Submit**

Additional Course Copy information can be found at: https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/090_Course_Content/020_Reuse_Content/010_Copy_Courses