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.

   ![File Attachments]

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).

   ![Enrollments]

   - 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/20_Reuse_Content/010_Copy_Courses](https://en-us.help.blackboard.com/Learn/9.1_2014_04/instructor/090_Course_Content/20_Reuse_Content/010_Copy_Courses)