Flexible Learning - Blackboard

Copying a Course
This help document covers how to copy course content from one semester to the next. This process allows instructors to maintain the course activities, tests, and other course materials from semester to semester.

Follow the instructions below to copy a course:

- Access the course you would like to copy from (Source Course)
- In the Control Panel, select Packages and Utilities, then Course Copy
- To complete the course copy select the items noted below:
  - Notice you only have one option for Select Copy Type
  - Click on Browse... in the Destination Course ID area
  - You will see a list of your courses you have instructor access to, Select the course you want to copy into (Destination course)

See the remainder of the course copy option selections on the next page.
To complete the course copy, click **Submit**.

The Course Copy process usually takes a few minutes. You will receive an email notification when your course copy is complete.