It is possible to directly copy course content, along with Grade Center settings, from one course to another. Many instructors teach multiple sections of the same course or teach the same course from semester to semester. In those cases, the ability to recycle course material is extremely valuable. The information below will help you to copy content from one course to another.

**NOTES:** Copying a course is different from Exporting or Archiving that course.

- Exporting does NOT preserve student information—only the documents and settings for that course are exported.
- Archiving WILL save the student information in addition to the documents and settings.
- Course Copy does not require you to import the course package after you have exported it, making it much quicker and easier to copy material from one course to another.

**IMPORTANT:** You MUST start the Course Copy process in the course that contains the content you want to copy. For instance, if copying from FS2009 to FS2010, you need to START in the FS2009 course.

Alternative methods for recycling content are to Export the course or—in the case where an instructor teaches multiple sections of the same course during a semester—to combine course sections into one.

**COPYING A COURSE**

1. Navigate to the course you want to copy from in Blackboard.

   ![Sample course to copy from]
2. In the Control Panel, click **Packages and Utilities**.

3. Click **Course Copy**.

4. Select **Copy Course Materials into an Existing Course** from the drop-down list.

5. Click **Browse** to find the course you want to copy into. A pop-up window will open showing the list of courses you have access to.
6. Find the course you want to copy the material into, select the radio button next to that course and click **Submit**.

![Courses Table]

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHAYS-SANDBOX-COURSE</td>
<td>MHAYS-SANDBOX-COURSE</td>
<td>Oct 6, 2011</td>
</tr>
<tr>
<td>Ed-Tech training course 1</td>
<td>Ed-Tech training course 1</td>
<td>Feb 29, 2008</td>
</tr>
</tbody>
</table>

**Sample destination course copying to**

**NOTE:** You can only copy course materials into another course for which you are listed as an instructor. Those are the only courses that will be available when browsing for courses.
7. Check the boxes of the content areas and tools you wish to copy into the new course.

**WARNING:** If you import content areas that are tied to the Grade Center, you also need to select Grade Center Columns and Headings. Content areas tied to the Grade Center can include Assignments, as well as Tests, Surveys, and Pools.

If Content Areas contain items attached to the Grade Center (e.g. Assignments), then **Grade Center Columns and Settings** should be selected.

If Grade Center Columns and Settings is selected, then **Tests, Surveys, and Pools** should also be selected.
8. Click **Submit**. You will receive an email message from your Blackboard course indicating if the course Copy has been completed successfully or not. Once you receive this message, you should login to the new course and verify that the content and settings have been copied correctly. You can now modify your new course content just as you would any other Blackboard course.

You will need to repeat the process of copying a course for each course you want to copy content into. Blackboard does not have a way for instructors to copy content from one course into multiple courses simultaneously.

**WARNING:** At the bottom of the Course Copy page is an option to Include Enrollments in the Copy. **DO NOT CHECK THE BOX!** This is NOT how you perform a course combine. Including enrollments WILL cause problems within Blackboard.

4. **Enrollments**

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

   ![Include Enrollments in the Copy](image)

   **Do NOT check this box!**