Blackboard Learn 9.1 - Course Copy

1. Login to Blackboard Learn.

2. On the Home tab, under Course List, click on the old course (the course whose content you would like to copy).

3. In the Navigation Menu, scroll to Course Management. Under Control Panel, expand Packages and Utilities; click Course Copy.

4. Under Select Copy Type, choose Copy Course Materials into an Existing Course.

5. Under Select Copy Options: Destination Course ID, use the Browse button to search and select the Destination Course ID from the Courses page. Your destination course is the course shell into which you are copying this content.

6. Find the course shell on the Courses page, and click the radio button next to it to select the course into which you would like your content copied. Click Submit.
7. Verify that the correct course listed in the **Destination Course ID** is the correct course to receive the copy. Under **Select Course Materials**, select the Course Materials that you want to copy over into the new course. You can **Select All** to copy everything, although you may not want to copy Announcements. If you are not using Select All, you will want to include **Grade Center Columns and Settings** if you are copying assignments in a **Content Area** or **Tests, Surveys, and Pools**.

![Select Copy Options](image1)

8. Under **File Attachments**: Select **Copy links and copies of the content (include entire course home folder)**.

![File Attachments](image2)

9. Under **Enrollments**, make sure that Include Enrollments in the Copy box is **UNCHECKED**. [Checking Include Enrollments in the Copy enrolls your prior semester students in your new course.]

![Enrollments](image3)

10. Click **Submit**.

11. You will return to the “Packages and Utilities” page, where the following message will be displayed:

   ![Success: Course copy action queued. An email will be sent when the process is complete.](image4)

   **Packages and Utilities**

12. Blackboard will send you an email message via your email address when the actual copying is completed. The time for the course copy process varies from a few minutes to a few hours.

13. Once you receive the e-mail notification that the course copy has completed, go to **myLearn**, to access the destination course, and verify that your content has been copied correctly.