Copying Course Content In Blackboard

- Prior to copying course contents you would need to request your new course shell for the current or upcoming semester as well as having received notification that it has been created.
- Go into the course from the previous semester, which is the source from where you would like to copy your course content.
- From Control Panel > Packages and Utilities, click on Course Copy.
- Under Select Copy Options click the Browse button and choose the applicable course where you would like to copy your contents. Normally this would be the empty course for the current or upcoming semester.
- Click the **Select All** button.
- Click Submit.
- **Do NOT choose the Include Enrollments in the Copy option as this would bring students in from the previous semester. Your only option to rectify this afterward would be to remove those students manually.**
- You will receive a message stating that your request has been queued, and that you will receive an email once the process has finished. You should avoid being within the source and target course until you receive it.
- **Do NOT attempt another course copy for a different course until you have received your confirmation that the process has finished from the previous course copy.**