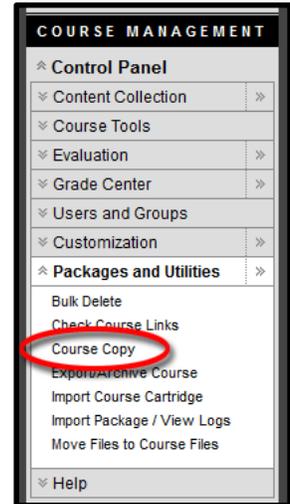# Copying Blackboard Courses

## Copying Content between Courses

**Step 1:** Select **Course Copy** from the **Packages and Utilities** area of the control panel of the source course (the section with the material in it you want to reuse).



**Step 2:** Click **Browse** from the Copy Course screen.



**Step 3:** In the new window that opens, select the destination course (the course you want to copy to) and click **Submit**.

**Step 4:** Select the areas and settings you want to copy and click **Submit**. You can be selective about what is copied, but typically it is best to select everything and then remove what you don't want from the destination course once the copy process is finished. If you do not check all boxes, some materials (assignments & tests) may not be copied

> **Note:** Under **Settings** there is an option for **Availability**. Selecting this will use the availability setting of the source course. In most cases this should not be selected.
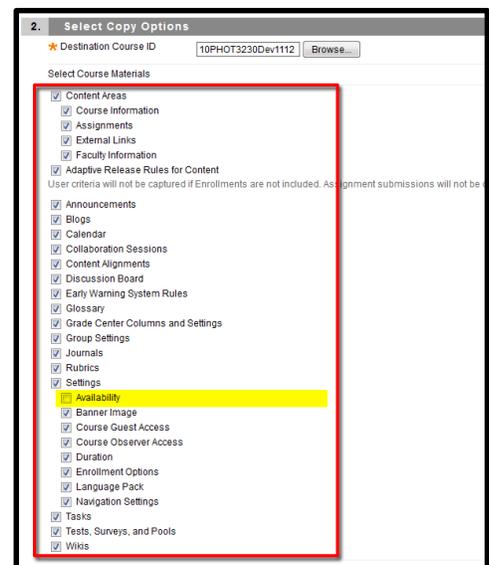
**Step 5:** Under section 3 "**File Attachments,**" choose the second selection (default). Changing this option from the default selection will cause permission errors when students try accessing file attachments in the destination course.
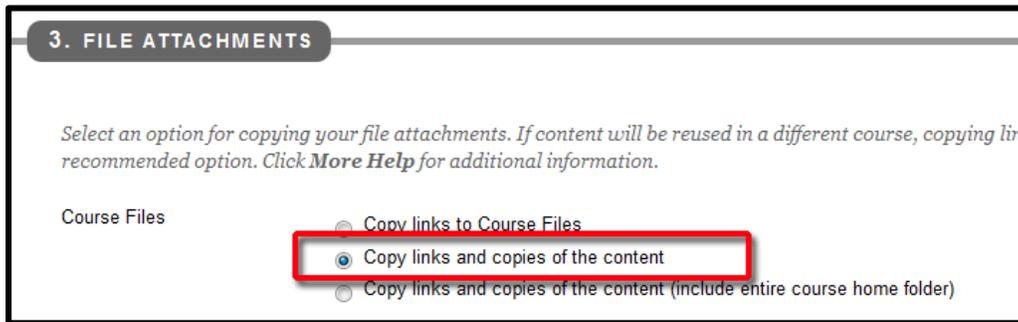


**Step 6:** **DO NOT** check the option to Include Enrollments. This will copy all students from the source course to the destination course.

**Step 7:** You will receive an email in your UCM email account when the process is complete. Course Copies can take anywhere from 30 seconds to 5 minutes or more depending on how large your course is. Please wait an additional **30 minutes** before accessing or modifying the course.

Avoid copying to the same course more than once. Blackboard does not replace existing material, but only adds to what is there. You can end up with duplicates of anything that was copied previously. It is best to copy material to an empty course shell for the same reasons. Always add new content after the copy has been completed.

If you have any questions regarding copying course sections, contact UCM Technology Support at tsc@ucmo.edu or call (660) 543-4357.