Course Copy in Blackboard

1. Go the homepage of the course you want to copy. Click **Packages and Utilities**, then click **Course Copy**.

2. Select **Copy Course Materials into an Existing Course** from Select Copy Type.
3. Click **Browse** to choose the Existing Course.

4. Select **Course Materials** that you want to keep in another course. If this is a course copy, click **Select All**. If you only want to copy partial materials into your destination course, you can manually select them by tilting the check-boxes.
5. Make sure Copy links and copies of the content is check. If this is not checked, you may lose some attachments.
6. Click Submit when you are done. A notification will pop up once you click Submit. Shortly, you will receive an email telling you the course copy process has been completed.