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. Most of the time, you will check the whole Content Areas at least. Check other options when you feel appropriate.
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.
Success: Course copy action queued. An email will be sent when the process is complete.

Packages and Utilities

**Bulk Delete**
Recycle the course by selectively removing areas.

**Check Course Links**
Check the status of links from Course Files to content in the course.