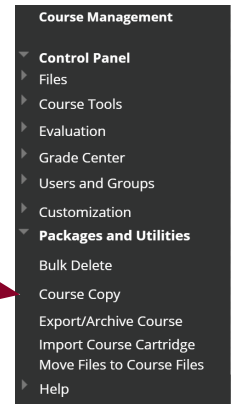


## BLACKBOARD COURSE COPY

- 1 Enter the course that has the content you want to transfer to your new semester course.
- 2 Click on **Packages and Utilities** under the dropdown **Control Panel** menu, and select **Course Copy**.
- 3 Select **Course Copy Materials into an Existing Course** from the dropdown menu of **Select Copy Type**.
- 4 Browse for the **Destination CourseID** and **Submit**.



\*Select the course you want to transfer your course content into. CourseIDs end with the Academic Year and Semester.

Course ID and Section example:

**REGR | 1100 | 001 | 201810**  
Course Program Code - Course Code - Section - Academic Year & Semester

**201810 - Academic Year 2018 Fall**  
**201820 - Academic Year 2018 Spring**  
**201830 - Academic Year 2018 Summer**

- 5 Click the checkboxes of the content and settings you want to transfer, then click **Submit** for your course copy to complete.
- \*Do not check **Include Enrollments in Copy**, this will enroll the entire roster of your old course into your new course.

## BEST PRACTICES AFTER A COURSE COPY

### Checking Content

Make sure that all the content copied over correctly, including tests, question pools, items, and materials inside folders. You will need to update your course settings and set the availability for your students to view your course and content.

### Update course materials in your Blackboard Course

Copied courses copy everything except student-related data such as grades and collaborative participation. After a course copy is completed, check your current semester course for outdated announcements, quizzes and other course material you may not want visible for the new term.

### Updating Assignments created with the Assignments Tool or SafeAssign

Due to their interactive nature, assignments created with the Assessments Tool or SafeAssign may not copy over during course copying. You may need to re-upload the assignments in your new copied course if you did not select Assignments and Grade Center and Settings.

### Date Management

Use the Date Management course tool to update content configured with dates or due dates. Review all dates and adjust accordingly. You can filter your review by item type (ie: assignments) and date types (ie: due dates). You can adjust dates individually, more than one at a time, or automatically.