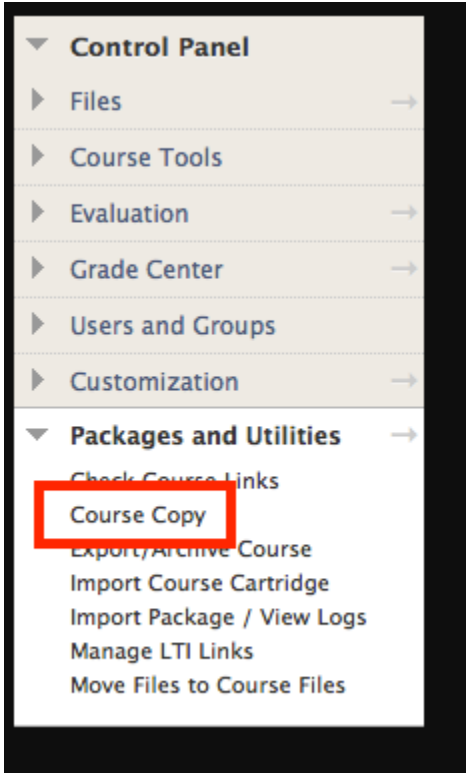
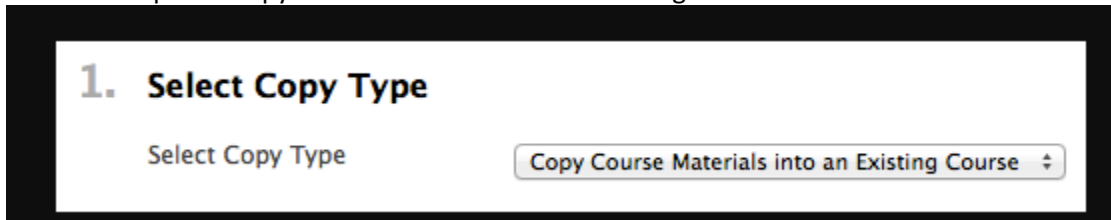


Here are the instructions to copy items to another course.

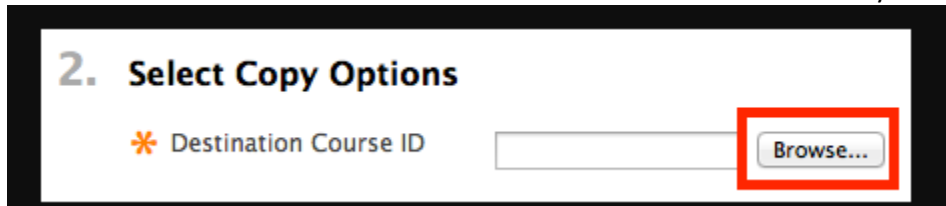
1. Enter the older Blackboard course that has content you want to copy.
2. On the Control Panel, expand the Packages and Utilities section and click Course Copy.



3. Select the option: Copy Course Materials into an Existing Course



- In the Destination Course ID box click the Browse button to view a list of your courses



- In the popup window that appears, select the appropriate course ID from your list of courses and click Submit.
  - The course ID will populate in the Destination Course ID Box.
  - Select the course materials that you want to copy over to the existing course. We recommend Select All.
- NOTE: A course copy operation cannot be completed if you do not select at least one of the following areas:

- Content
- Contacts
- Settings

\*\*\*If you have discussion boards

Select the radio button for Include only the forums, with no starter posts.

**In the File Attachments section,**  
select Copy links and copies of the content  
Click Submit.