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.

•	Control Panel		
▶	Files	\rightarrow	
►	Course Tools		
►	Evaluation	\rightarrow	
►	Grade Center	\rightarrow	
►	Users and Groups		
►	Customization	\rightarrow	
•	Packages and Utilities	\rightarrow	
	Check Course Links Course Copy Export/Archive Course Import Course Cartridge Import Package / View Logs Manage LTI Links Move Files to Course Files Select the option: Copy Cou 1. Select Copy	urse Materia 7 Type	als into an Existing Course
	Select Copy Typ	e	Copy Course Materials into an Existing Course \$
 In the Destination Course ID box click the Browse button to view a list of your courses 			
	2. Select Co	py Optio	ns
	⊁ Destinatio	on Course ID	Browse
•	In the popup window thThe course ID will popu	nat appears, late in the D	, select the appropriate course ID from your list of courses and click Submit 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.