Blackboard allows you to copy any or all of the content and settings from one course to another.

To copy one Blackboard course to another:

1. Click the Edit Mode switch to turn on editing.
2. Click on Packages and Utilities in the Course Management menu.
3. Click on Course Copy.
4. In Option 1 Select Copy Type, select Copy Course into an Existing Course.

5. In Option 2 Select Copy Options:

   a. Enter the **Destination Course ID. (required)** If you don’t know the destination course ID, click the [Browse] button to search for your desired destination course.
   b. From the list of checkboxes, select the materials you want to copy to the destination course.
6. In **Option 3 Course Files**, choose between the following two options:

![Course Files](image)

a. **Copy links to Course Files** – If most of your content is static, such as PDF files for course readings, videos, and pictures, then links to the original should suffice. Select this option.

b. **Copy links and copies of the content (Include all Course Files)** – If the content is changed or updated for each course where it is used, such as the syllabus, then copying the original is more appropriate. In this way, you can make changes to the new files that are specific to the new course. Select this option.

7. In **Option 4 Enrollments**, do NOT click **Include Enrollments in the Copy** for a regular course. If you are using the Course Copy tool for a workshop, organization, or non-standard course, then you may want to bring over the users from one course to another.

![Enrollments](image)

8. Click the **[Submit]** button. Assuming there are no initial problems, the "Success" banner should appear across the following page, indicating that the course copy request is being processed. You will receive an email when the process is complete.