Copying/Moving Course Content

Overview

How To

- Copy a Course

1. On the Control Panel, expand the Packages and Utilities section and click Course Copy.

2. On the next screen select Copy Course Materials into an Existing Course.

Select Copy Type

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3. Next to the **Destination Course ID** field, choose Browse. Then find and select the **Course ID** for the new course to populate with content from the current course. Click Submit.

4. Select the **course materials** that you want to copy over to the new course. In most cases, Select All will be your best choice, although you may not want to copy announcements. If you are not using Select All, you will want to include **Grade Center Columns and Settings** if your are copying **Assignments** and/or **Tests**. **NOTE:** A course copy operation cannot be completed if you do not select at least one of the following areas: Content, Contacts, or Settings. If you do not select one of these options, a warning appears and Blackboard Learn cannot create a new course.

5. In the **File Attachments** section leave the default settings.

6. In the **Enrollments** section leave the Include Enrollments in the Copy box unchecked.

7. Click Submit.

**Note:** Navigation buttons copied from another course will appear below the navigation buttons that were already in the new course. The copied course materials will probably be located in this area. You may want to rearrange the navigation buttons or remove unnecessary navigation buttons from the new course.