

# Blackboard Learn

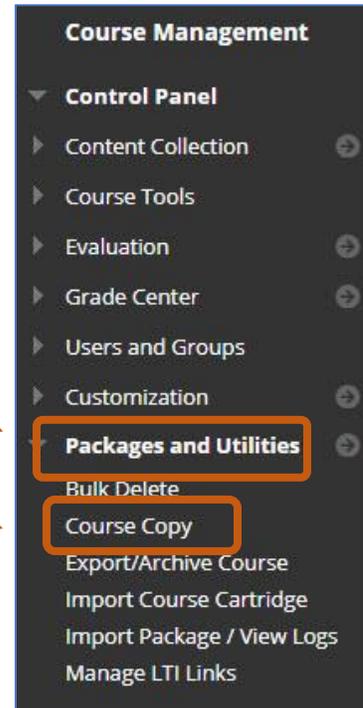
## Copy Your Course Via the Course Menu

If you want to copy some or all of the content from one course to another without saving a file to your hard drive you can choose **'Course Copy'** from the **Packages and Utilities** section of the Course Menu.

### Copy Course Content Between Courses

You must be enrolled as an instructor, a TA, or a Course Builder in both courses.

1. From the course you want to copy navigate to **'Packages and Utilities'** in the Course Management section of the Course Menu.
2. Choose **'Course Copy'**.



### Choose Destination Course

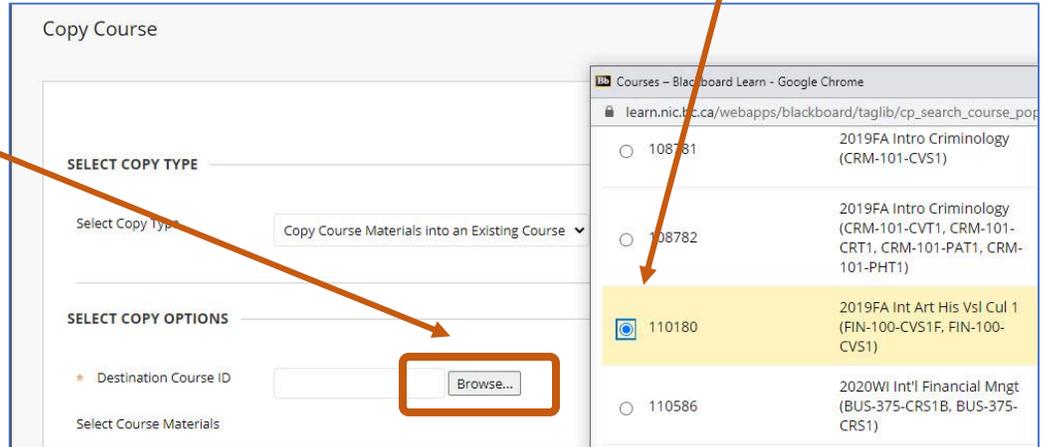
3. You will be prompted to choose whether the content is copied into an **Existing Course**, or a **\*New Course**
4. Choose **'Copy Course Materials into an Existing Course'**.

\*If you choose the default 'Copy Course Materials into a New Course' it will create a new course in the system. No students will have access to it. If you'd like a course without students to practice with, please email [helpdesk@nic.bc.ca](mailto:helpdesk@nic.bc.ca) and ask to have a development shell created.

5. Click **'Browse'** to see a list of courses where you are an instructor

6. Choose the course you want to copy the content into.

7. Scroll down and click **submit**



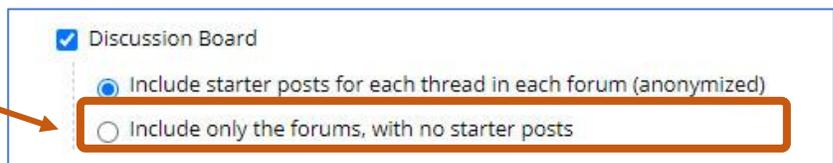
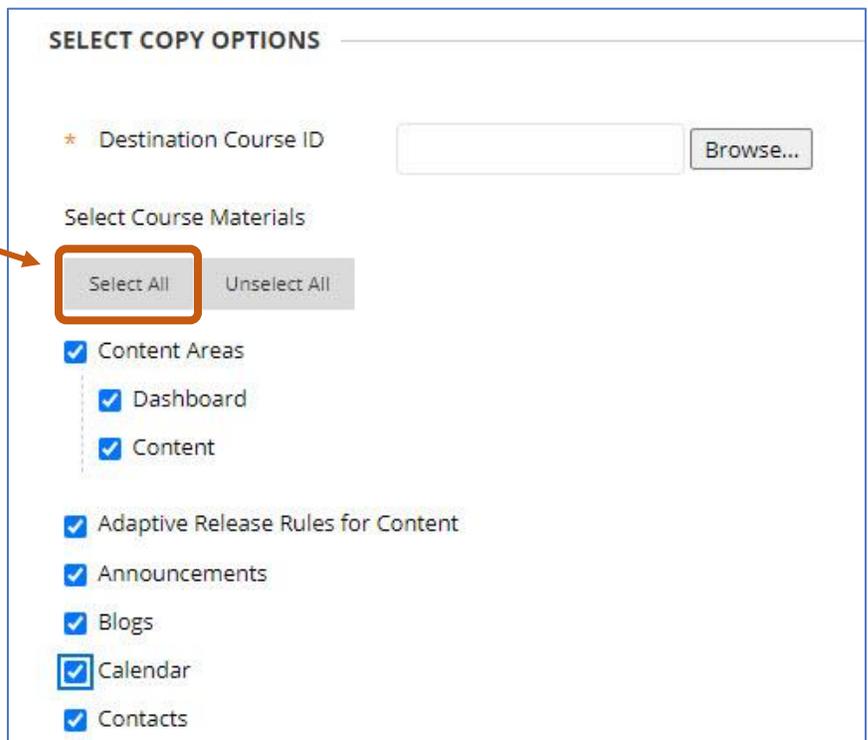
### Choose the Content to Copy

8. Choose which items you want to copy or choose **'Select All'** to copy the entire course.

9. You can 'de-select' items you do not want to copy by clicking the check box beside them.

10. The default option for **Discussion Board** may include posts from the copied course and create an error in the destination course.

To avoid this, choose to **'Include only the forums, with no starter posts'**



## File attachments and Enrollments

11. Under File attachments choose: **“Copy links and copies of the content of the content (include entire course home folder)”**

12. You can calculate the size of your copy and if it is too large, you can click ‘Manage Package Contents’ to edit.

13. Do **NOT** select **Include Enrollments in the Copy**

14. Click **Submit**

**FILE ATTACHMENTS**

Course Files

Copy links to Course Files

Copy links and copies of the content

Copy links and copies of the content (include entire course home folder)

Package Size

Calculate Size

Manage Package Contents

**ENROLLMENTS**

Enrollments

Include Enrollments in the Copy

You will see a **‘Success’** message at the top of your course and receive an email when the copy is complete.

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