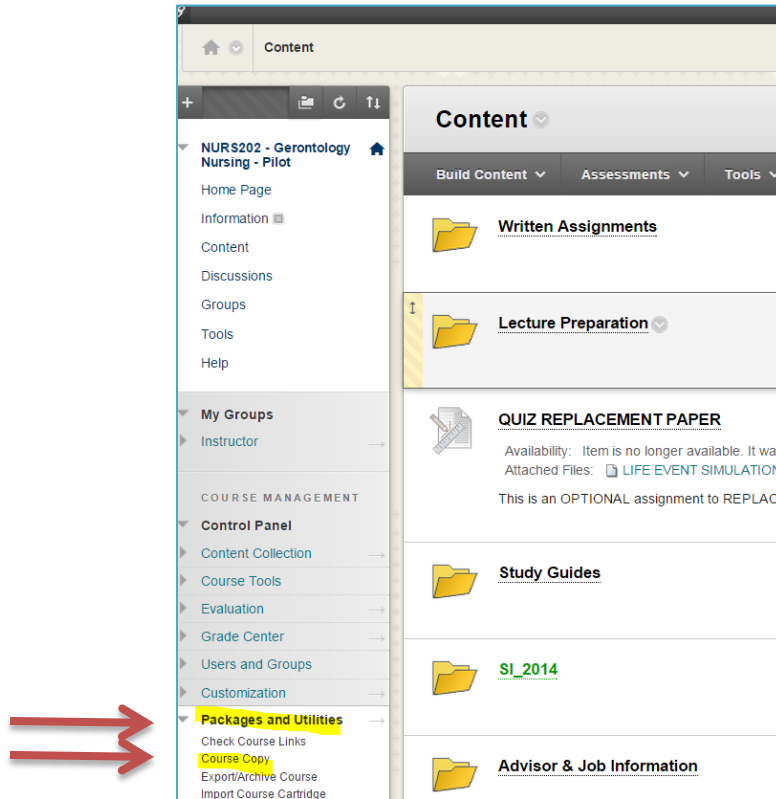


Copy a Course in Blackboard to Another Blackboard Course

1. In the course you want to copy from, click on Packages and Utilities. Then click on Course Copy.



2. From the drop down menu, select "Copy Course Materials into an Existing Course". Then, browse to find the course you want to copy the materials *into*, click Select All, then click Submit.

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)

Cancel **Submit**

1. Select Copy Type

Select Copy Type **Copy Course Materials into an Existing Course**

2. Select Copy Options

Destination Course ID **CELT-TestCC** **Browse...**

Select Course Materials

Select All Unselect All

- Content Areas
 - Home Page
 - Information
 - Content
- Adaptive Release Rules for Content

- You will receive a message that the copy action is queued (see green below). You will receive an email when the course copy is complete.

Success: Course copy action queued. An email will be sent when the process is complete.

Packages and Utilities

Check Course Links
Check the status of links from Course Files to content in the course.

Course Copy
Copy information from selected course.

- After the copy is complete, two Grade Center columns may be created and need to be hidden. Click on Grade Center, then Full Grade Center. An extra Weighted Total and extra Total columns will be there. The next step explains how to hide these redundant columns.

Grade Center sidebar options: Needs Grading, Full Grade Center, Assignments, Blogs.

Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	Total	Weighted Total
Frisque	Justin (Test Student)	jfrisque_s		August 14, 2014	Available	194.00	97.00% (A+)	194.00	--
Gallanis	Susan (Test Student)	sgallanis_s		May 21, 2015	Available	165.00	82.50% (B-)	165.00	--
Lecato	Kaitlin	f00302893		April 22, 2015	Available	--	--	--	--
Seefeldt	Hannah	f00354899		March 2, 2015	Available	80.00	80.00% (B-)	80.00	--

- Hover mouse over the column title. Click on the down arrow. Then click on Hide from Instructor View.

- The redundant column will now be hidden. Repeat for the redundant Weighted Total column.

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Weighted Total
Frisque	Justin (Test Student)	jfrisque_s		August 14, 2014	Available	97.00% (A+)	194.00	--
Gallanis	Susan (Test Student)	sgallanis_s		May 21, 2015	Available	82.50% (B-)	165.00	--
Lecato	Kaitlin	f00302893		April 22, 2015	Available	--	--	--
Seefeldt	Hannah	f00354899		March 2, 2015	Available	80.00% (B-)	80.00	--