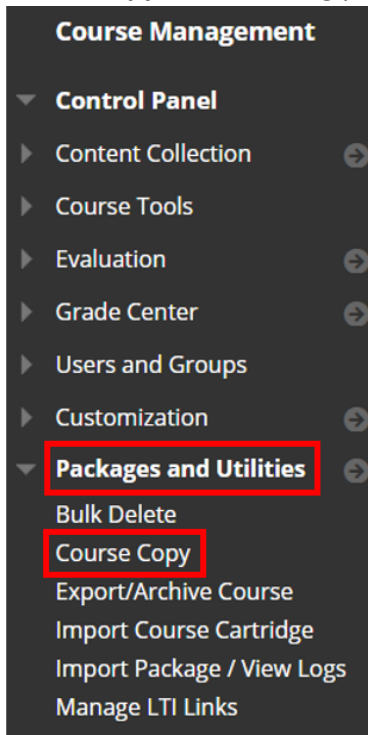


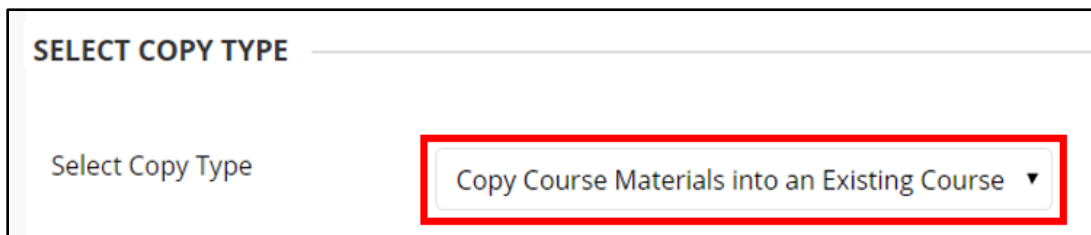
Copying Course Content within Blackboard

You can copy content from one course to another within Blackboard. If you're copying to a new course space, it will need to be activated before content can be copied into it.

1. Access the course space that contains the content to be copied. If you are copying content from a previous spring course to an upcoming spring course, you will start in the previous spring course space.
2. From the course menu, under the Course Management area, select **Packages and Utilities** then **Course Copy**. This will bring you to the Course Copy page.



3. Under Select Copy Type, confirm that the option is set to **Copy Course Materials into an Existing Course**.

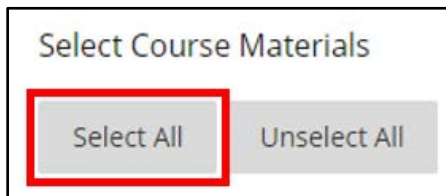


4. For the Destination Course ID, enter the course ID that you want to copy into. You can also select **Browse** to search for the course that you want to copy into.
- Note:** Be sure that you are selecting the course ID that does not include the identifier ROSTER. ROSTER spaces are not accessible to students and should be attached to an activated parent course space. If you are unable to locate the destination course and only see the ROSTER space, you may need to first activate the course. Go back to the My Courses section on the My Institution page and select ACTIVATE next to the destination course ID, then start at Step 1 again.



* Destination Course ID **Browse...**

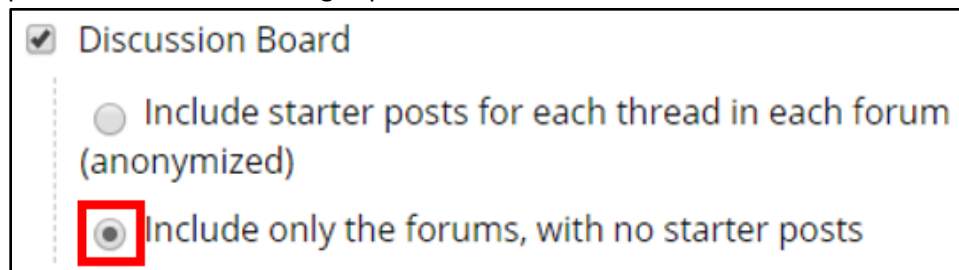
5. Under Select Course Materials, choose **Select All**.



Select Course Materials

Select All Unselect All

6. After choosing the Select All option, you will need to adjust the following selections:
- Deselect **Announcements**.
 - Under Discussion Board, select **Include only the forums with no starter posts**. This option will copy over the Forum prompts but will prevent student posts from the previous course from being copied.



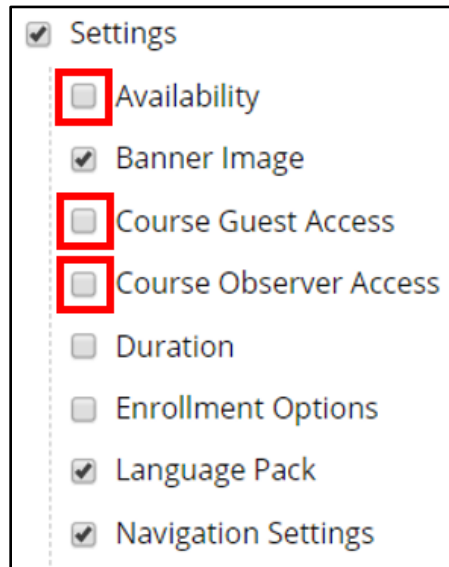
Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

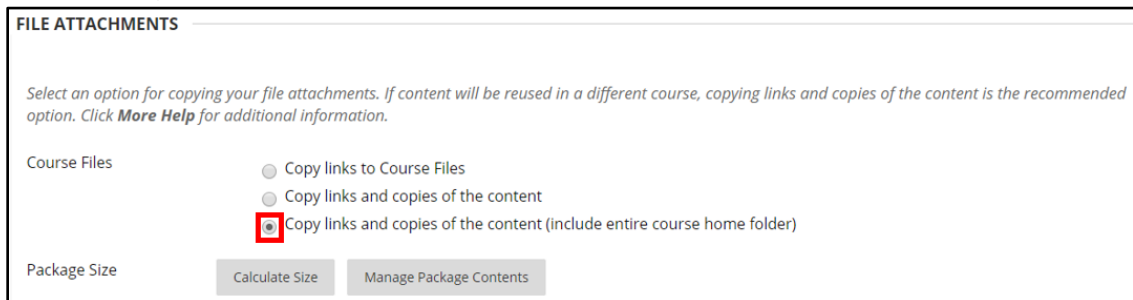
- Be aware, student posts within Group Discussion Boards will always be copied over.

- c. Under Settings, deselect **Availability**, **Course Guest Access**, and **Course Observer Access** if they are selected.



A screenshot of a settings menu. At the top, there is a checked checkbox for 'Settings'. Below it, there are several options with checkboxes: 'Availability' (unchecked, highlighted with a red box), 'Banner Image' (checked), 'Course Guest Access' (unchecked, highlighted with a red box), 'Course Observer Access' (unchecked, highlighted with a red box), 'Duration' (unchecked), 'Enrollment Options' (unchecked), 'Language Pack' (checked), and 'Navigation Settings' (checked).

7. Under File Attachments, select **Copy links and copies of the content (include entire course home folder)**.



A screenshot of the 'FILE ATTACHMENTS' section. It contains a heading 'FILE ATTACHMENTS' and a paragraph of instructional text: 'Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.' Below this, there are three radio button options under the heading 'Course Files': 'Copy links to Course Files', 'Copy links and copies of the content', and 'Copy links and copies of the content (include entire course home folder)'. The third option is selected and highlighted with a red box. At the bottom, there is a 'Package Size' label and two buttons: 'Calculate Size' and 'Manage Package Contents'.

8. Select **Submit**.
9. You will receive a confirmation email in your WSU email once the course copy process is complete.

For support visit:

- [LMS Tutorials](#)
- [Trainings and Workshops](#)

If you have any further questions about this process, contact ats.aoi@wsu.edu or 509-335-4320.