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

6. After choosing the Select All option, you will need to adjust the following selections:
   a. Deselect **Announcements**.
   b. 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.
   c. Under Settings, deselect **Availability**, **Course Guest Access**, and **Course Observer Access** if they are selected.
7. Under File Attachments, select **Copy links and copies of the content (include entire course home folder)**.

![FILE ATTACHMENTS](image)

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.