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.

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.

   • 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.

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

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.