

## Course Copy in Eight Clicks

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**Overview:** Use the course copy process to copy course materials from one course to another course. For example: Copy the materials from your fall semester course into your spring semester course.

### How to Copy a Course

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1. Open the course that you would like to copy the materials **FROM**.
2. On the Control Panel of that course (left, blue menu), click on Packages and Utilities.
3. Click Course Copy.
4. The Copy Course screen will appear. Click on the Browse button to select the Destination Course ID.
5. A list of your courses will appear. Select the appropriate destination course that you would like to copy the materials **TO**.
6. Click the Submit button at the bottom of the window.
7. Click on the **Select All** button to be sure that you copy **ALL** of the course materials over to the new or existing course.
8. Click Submit.

You may now click on your Courses tab near the top left of your Blackboard screen and open the course to which you copied the materials to confirm that everything copied successfully. Please contact the office of Online Learning at 803-323-2212 or blackboard@winthrop.edu with any questions.