Copy a Course

Overview

This tutorial will explain how to **Copy a Course**. Use the Course Copy process to copy course materials from one course to another. This process is helpful when teaching multiple sections of the same course or when copying materials from a previous semester to a new semester.

Quick Steps

Open Original Course > Control Panel > Packages and Utilities > Course Copy > Select Copy Type > Browse > Select Destination Course ID > Submit > Select All > Submit

Step 1

Open the course that you would like to copy (or to copy materials from) from the My Courses module on your Blackboard homepage.

![My Courses](image)

Step 2

To copy a course, you must access the Copy Course page. The Copy Course page can be found in the Course Management navigation pane beneath the Control Panel section. Click on Packages and Utilities and select the “Course Copy” option.
Step 3

From the Copy Course page, use the dropdown field following the Select Copy Type option to select “Copy Course Materials into an Existing Course.”

Step 4

Scroll to the Select Copy Options section. Following the Destination Course ID option, click the Browse button.
Step 5

A Courses list will open in a new window. Select the desired destination course (where to materials are going to) using the radio buttons in the Course ID column.

Step 6

Click the Submit button.
Step 7

Following the Select Course Materials option, click the Select All button to copy all original course materials to the new course. Optionally, you can select specific materials by using the checkboxes that follow the Select All and Unselect All buttons.

![Select Course Materials](image)

Step 8

Click the Submit button.

![Submit Button](image)

Note

Click on your Courses tab from the Portals navigation menu and open the new course to confirm that the materials copied successfully.

![Course List](image)

Please contact the Office of Online Learning at 803/323-2212 or blackboard@winthrop.edu with additional questions.