Copying a Course into a New Shell

As each semester begins you may wish to copy content from a prior iteration of your course into your new shell. The Course Copy function allows you to move your content forward without carrying over enrollments and student work.

1. Log into Blackboard and click to enter the course where your content resides. This is the “originating” course.

2. Once inside your originating course, locate the Control Panel. Click on the Packages & Utilities button and select Course Copy.
3. The Course Copy page will load. Press the **Browse** button to search for your “destination course.” **Note:** you must be enrolled as an instructor in the destination course.

4. A dialogue box will open to list all of the courses in which you are an instructor. Click the radio button next to your destination course and press the **Submit** button at the bottom of the page.
5. You will be returned to the Course Copy form and the Destination Course field will be filled. Press the button to **Select All** of the course contents for copying. Alternately, you can select individual pieces of the course to copy by checking specific boxes.

6. With all of the desired content selected, press the **Submit** button to initiate the course copy. An email will be sent to your AIC address when the copy is completed.