



How to copy “course content” from one course to another in Blackboard

To copy “course content”, please follow these steps:

1. Enter to the Blackboard System → Enter to Courses → press on **the new course that you would like to copy content to** → delete the “names of the links” that you want to replace with links from the **previous course**.
2. Enter to the Blackboard System → Enter to **the previous course that you would like to copy content from** → Course Management → Control Panel
3. Expand “**Packages and Utilities**” → press on “**Course Copy**”
4. Press on “**Browse**” → to determine which course you want to copy content as shown in step (2)

SELECT COPY OPTIONS

★ Destination Course ID

1

Course Management

- ▼ **Control Panel**
- ▶ Content Collection →
- ▶ Course Tools
- ▶ Evaluation →
- ▶ Grade Center →
- ▶ Users and Groups
- ▶ Customization →
- ▼ **Packages and Utilities** →
- Bulk Delete
- Check Course Links
- Course Copy**
- Export/Archive Course
- Import Course Cartridge
- Import Package / View Logs
- Manage LTI Links
- Move Files to Course Files

1



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- Choose the course that you would like to copy content to → press “Submit”

3

Courses

Search by: ☐ Course ID ☐ Instructor ☐ Name/Description

Created in Last: ☐ All Courses ☐ Month ☐ Day

| COURSE ID | COURSE NAME | CREATED | INSTRUCTOR USERNAME | INSTRUCTOR NAME |
|--|--------------------------|--------------|--|---|
| <input checked="" type="checkbox"/> 00020850_Training_Course | 00020850_Training_Course | Sep 25, 2014 | 00020872 00020757 00008203 07778206 00020850 | بري، روزان الصمداني، دانيه حزيري، سلافه السلهي، أبرار باعدالله، رشا |

Displaying 1 to 1 of 1 items

2



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To copy “course content”, please follow these steps:

- ❖ The field for the course ID is filled in with the “**course name**” automatically as in picture (4)
- ❖ Select the content you want to copy **or** choose “**select all**” → press “**Submit**”
- ❖ A confirmation message will appear as in picture (6), and the system will send an e-mail message to your account that the copying process is done.

4

SELECT COPY OPTIONS

* Destination Course ID 00020850_Training_Cours Browse...

6

Success: Course copy action queued. An email will be sent when the process is complete.

5

Select Course Materials

Select All Unselect All

- ☒ Content Areas
- ☐ Getting Started
- ☒ Course Information
- ☒ Learning Materials
- ☒ Assignments

Cancel Submit

3



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Note:

- ❖ If the course you want to copy the content from the previous semester, it would be available on the Blackboard System.