Course Copy in Blackboard

Pre-step:
It is recommended to first find and copy the course prefix of the destination course you wish to copy to (this will help you quickly find the destination course while browsing in step 4)

1. Click on "My Courses"
2. Find and copy/write the course destination CRN, SemesterCode number

Contact the eLC at 972.881.5870 eLC@collin.edu
For more tutorials, please go to: http://online.collin.edu
1. Go to the course you want to copy content FROM.
   NOTE: This course may be from a previous semester or a master shell you have worked on.

2. Under Control Panel, click on Packages and Utilities

3. Click on Course Copy

4. On the course copy page, you will need to select a destination course. Click Browse.
   A new page will open with a list of courses you are assigned to.
   Quick Tip: Enter the CRN.SemesterCode (see Pre-step above) in the search box and click Search.
   Select the destination course and click Submit.

NOTE: Make sure you are selecting the correct course, section number and semester.
5. Next select the content you want to copy over. You can either click “Select All”, or select specific course materials to copy over.

6. Click Submit

7. You will receive a message that the Course Copy process has been queued. You will receive an email to your Courgarmail when the copy process is completed.

**NOTE**: After you receive the email, go to the destination course to check that all material has copied over correctly.