Copy Course

- Copy prior courses to a new semester
- Course content after copying

Part I. Copy prior courses to a new semester

1. From the *My Blackboard tab*, under the *Course List*, click on the name of the new semester course shell.
2. From the Assign Course Content page, choose Copy content from another course option, then click “Continue”.

**Note.** Please make sure the selection is correct before clicking “Continue”, as you will not be able to return to this page. To reset the course to allow you to select again, you must contact Web Services (webservices@ccccd.edu)

![Assign Course Content](image1)

3. Select the course shell to copy content from, click “Continue”.

![Copy content from another course](image2)
4. Blackboard will begin to copy the course content.

   **Note.** This process usually takes 15 seconds to 3 minutes.

5. An information page will appear after the copy process is done. To return to course home page, click “**Done**”.
Part II. Course content after copying

All course materials are being copied over except students' work, such as mail, discussion messages, student assignment/assessment submissions and grades.

1. Mail: All the mail messages sent by instructors and students are deleted.

2. Discussions: All discussion topics are copied over to the new course, but all the messages posted by the instructor and students are removed.
3. Calendar: The calendar events are copied over to the new course however the dates are not updated.