

Course Copy Tool

1. Go to the control panel of the course you are copying from.
2. Click **Course Copy**, in the Course Options section of the control panel.
3. Click **Copy Course Materials into an Existing Course**
4. In the Destination Course ID box, enter the **Blackboard course ID** of the course that you are copying into. If you are unsure of the course code, please click **Browse** to search for it.



The screenshot shows a web interface for the 'Course Copy Tool'. The first step is titled '1 Select a Course'. Below this title is a form with a label 'Destination Course ID:' followed by a text input field containing the alphanumeric string 'abc123xyw05'. To the right of the input field is a button labeled 'Browse'. A mouse cursor is pointing at the 'Browse' button. Below the form, the second step is partially visible, titled '2 Select Course Materials'.

Enter the Blackboard course code of the course you are copying INTO

5. Under **Select Course Materials**, choose the areas that you want to copy into the course, using the checkboxes.
 - To copy deployed tests, you must select the appropriate **Content Area, Gradebook Items and Settings**, as well as **Tests, Surveys and Pools**
 - To copy deployed assignments, you must select the appropriate **Content Area**, as well as **Gradebook Items and Settings**,
6. Click **Submit** to proceed and wait for the process to complete.

* Watch out for **Course Menu items** – if you remove default course menu items or rename them in your original course, the changes will be copied to the new course – but the default items may also appear. It is important to check the menu items to see where your content has been copied and to remove the unnecessary ones.