How to copy from one course shell into another one on Blackboard

When content is copied into a shell, it is merged with the content that is already there. If you want a course to be an exact copy of a previous course, you should consider doing a Bulk Delete in the new shell before copying your previous shell into it. This video tutorial covers Bulk Delete & Course Copy.

You’ll need to access the Control Panel of the course from which you need to copy.

In the Control Panel of the course you need to copy, select Packages and Utilities, and then select Course Copy.

1. Under Select Copy Type, choose Copy Course Materials into an Existing Course.

2. Use the Browse button to select the Destination Course ID from the Courses page. Your destination course is the shell into which you are copying this content. Find that shell on the Courses page and click the radio button next to it. Then click the Submit button on the Courses page.

   Copy everything by clicking Select All. (Some Settings remain unchecked since they are most likely changing from semester to semester. You do have the option to select those boxes if you need to copy those settings as well.)

   You now have the option to copy only the discussion forums or to also copy the first threads in each of those forums. (See two radio buttons under Discussion Board.)

3. File Attachments
   Select an option for copying your file attachments. It content will be reused in a different course, copying links and copies of the content.
   - Copy links to Course Files
   - Copy links and copies of the content
   - Copy links and copies of the content (include entire course home folder)

4. Enrollments
   Copy enrollments for all users in the Course. This option does not copy use Enrollments
   - Include Enrollments in the Copy

3. For File Attachments, click the radio button for Copy links and copies of the content
4. Under Enrollments, keep Include Enrollments box unchecked.
5. Click Submit button.