

# Copy Your Course: Copy Previous Course Content to a New Blackboard Course

Instructions on how to bulk copy course content from a previous course and make your new course available to students.

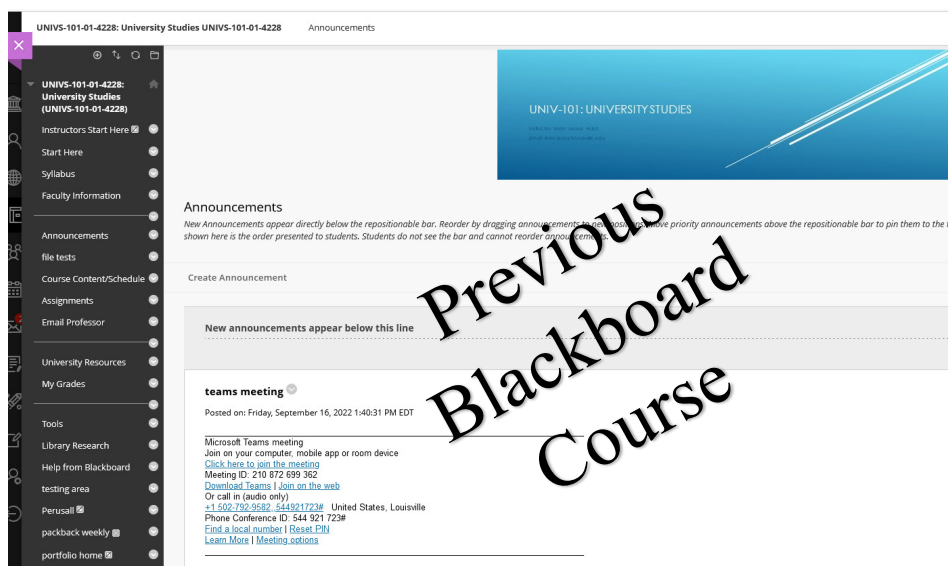
Faculty who want to copy a previous course into the new course shell can copy a course from a previous semester by following the instructions below.

**Important:** If you are teaching a class that was previously taught by another instructor and wish to copy their blackboard course, you must first have the previous instructor email [bbsupprt@louisville.edu](mailto:bbsupprt@louisville.edu) and request permission to access the prior course to copy that the course content into your course or a development course. If the instructor is no longer with the university, permission from the college dean/department chair is required.

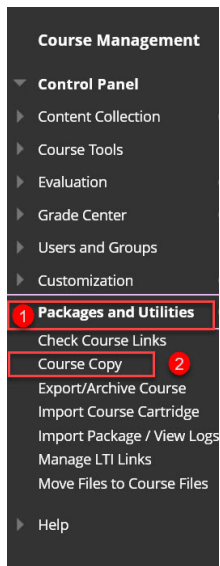
## Regular Course Copy

You can copy your course from a previous course in a few clicks:

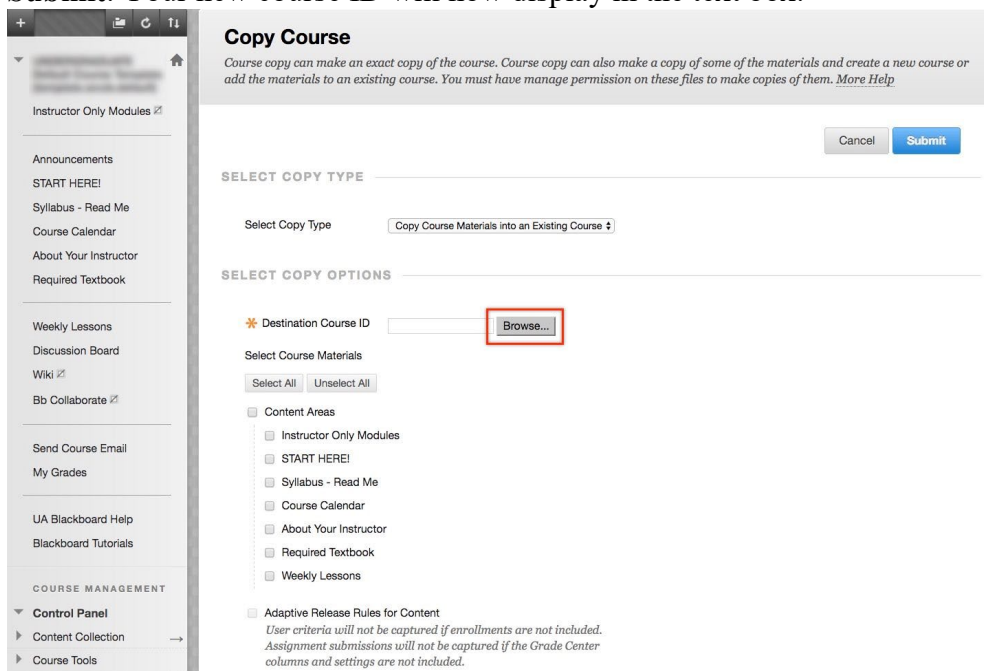
1. *Open* the new Blackboard course shell and delete any existing menu items. You need to delete these menu items because new ones will copy over from your previous course.
  - To delete the menu items, click the arrow to the right of the menu item then click delete. Repeat for all menu items.
2. *Open* the previous Blackboard course you want to copy content from.



3. In the left menu under Course Management, *click* **1. Packages and Utilities** > **2. Course Copy**.



4. Under “Select Copy Type”, *select* **Copy Course Materials into an Existing Course**.
5. For Destination Course ID, *click* the **Browse** button. This will open a pop-up window where you may choose your new course ID (i.e. your new Blackboard course shell). *Click* **Submit**. Your new course ID will now display in the text box.



6. Now, *Select* the course materials to be copied into the destination course. To copy your entire course, *click* the **Select All** button.

NOTE: If you have assignments and other graded work like discussion boards, you must

click the box beside **Grade Center columns and settings**. If this is not selected the assignments, exams, and other graded work will not copy over.

**Note:** you may want to uncheck the announcements if you do not want your announcements to copy over to the new course.

- Note:** If your previous course had a discussion board, **select Include only the forums, with no starter posts** under **Discussion Board**. This moves the discussion board forum but removes all of the student and instructor posts. *If you leave the “Include starter posts for each thread in each forum (anonymized)” option selected under Discussion Board, Bb will copy all of the previous student’s posts, and it will be necessary to delete them manually.*

- In the File Attachments section, ensure that “Copy links and copies of the content” is selected. **Click Submit.**  
Do not interact with the course until the copy process is completed.

The screenshot shows a web interface for managing course content. On the left, there is a sidebar with several expandable sections: 'Course Observer Access', 'Language Pack', 'Navigation Settings', 'Tasks', 'Tests, Surveys, and Pools', and 'Wikis'. The main area is titled 'FILE ATTACHMENTS'. Below the title, there is a line of instructional text: 'Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.' Under the heading 'Course Files', there are three radio button options: 'Copy links to Course Files', 'Copy links and copies of the content' (which is selected), and 'Copy links and copies of the content (include entire course home folder)'. At the bottom of the main area, there is a small instruction: 'Click **Submit** to proceed. Click **Cancel** to go back.' In the bottom right corner, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

Some courses may take longer to copy depending on the size and complexity of the course. You will receive an email notification when the copy is completed. Please forward any error messages to [bbsupprt@louisville.edu](mailto:bbsupprt@louisville.edu).

Once the previous course content has been copied, open the new destination course to ensure the content and course menu were copied properly.