How to copy material from one course to another in Blackboard Learn

1. Login to http://mycourses.purdue.edu
2. Under “My Courses,” click on the course you wish to copy materials from.
3. On the left side menu, under “Course Management,” click to expand “Packages and Utilities.”
4. Click Course Copy.
5. In step 1, use the drop-down menu to select Copy Course Materials into an Existing Course.

1. Select Copy Type

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Copy Course Materials into an Existing Course
6. In step 2, beside the “Destination Course ID” entry box, click **Browse**. A search window will open.

7. Select the course in which you want to copy material into from the list, and click **Submit** at the bottom. The search window will close, returning you to the “Copy Course” page.

8. Complete step 2 by selecting all course materials you want to copy. If you want to copy everything, click “Select All”.

9. In step 3, select **Copy links and copies of the content (Include all Course Files)**

10. Click **Submit**.

11. You will be taken back to the “Packages and Utilities” page, where the following message will be displayed:

   ![Success: Course copy action queued. An email will be sent when the process is complete.]

12. If you have a lot of content in your course, it may take a few minutes for the copy process to complete. After you have received notification that it has completed, go to the My Blackboard tab and enter the live course. Browse the course to make sure it looks as you expect.

**Help**

Location: Young Hall, 5th floor  
E-mail: [tlt-bblearn-help@lists.purdue.edu](mailto:tlt-bblearn-help@lists.purdue.edu)  
Website: [http://www.itap.purdue.edu/learning](http://www.itap.purdue.edu/learning)