This instruction set contains information on how you can copy the contents of a course (such as your master course) into another Blackboard course.

**Step-by-Step**

- Login to [http://mycourses.purdue.edu](http://mycourses.purdue.edu).

- Under the **My Blackboard** tab, **click** on the course that contains the content that you wish to copy.

- Under the **Course Management** menu on the left side, **click** to expand **Packages and Utilities**, and then **click** **Course Copy**.

- Under **Select Copy Type**, use the drop-down menu to **select** **Copy Course Materials into an Existing Course**.
Under Select Copy Options, beside the “Destination Course ID” entry box, click Browse.

A search window will open. Courses that you have been assigned as an instructor to in Blackboard will appear.

Click the radio button on the left of the course you want to add.

Optionally, you can filter out the courses by name:

i) Click the radio button next to Name/Description

ii) Type in a part of the course name (e.g. “Summer-2014-BIOL”).

iii) Click Search.

When you have selected your course, scroll to the bottom of the courses window and click Submit.
✓ Click the Select All button to check everything to do a complete copy.

![Select Copy Options]

✓ Alternately, if you only want to copy certain features into the new course, check only the features you want to copy, ensuring everything else is unchecked.

✓ If you are copying the Discussion Board, select from two options:

![Discussion Board]

i) Include starter posts for each thread in each forum (anonymized) – Select this option if you want to include the entry level threads of each forum. This will also include threads created by the students, but they will not show the name of the original creator.

ii) Include only the forums, with no starter posts- Select this option if you do not want any of the threads to be copied, and you only want the base forum to be copied over into the new course.

✓ Under the File Attachments area, select Copy links and copies of the content (include entire course home folder). This is especially important if you have included web content.

![Course Files]

✓ Click the Submit button at the bottom or top of the page to start the copy process.

✓ You will be taken back to the Packages and Utilities page. At the top of the page in a green bar will be displayed the following:

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

**NOTE:** If there are a large amount of content in your course, or if there are many other users copying courses at the same time, it may take a few minutes for the course copy process to complete. After you receive notification the course copy process is complete, go to the My Blackboard tab and go into the course that content was copied into. Browse the course to make sure it looks as you expect.