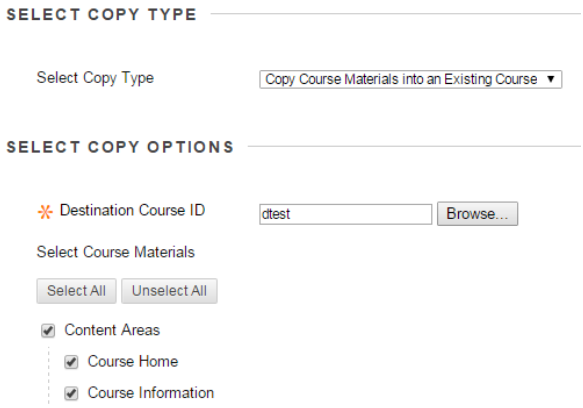
Copying a Course in Blackboard

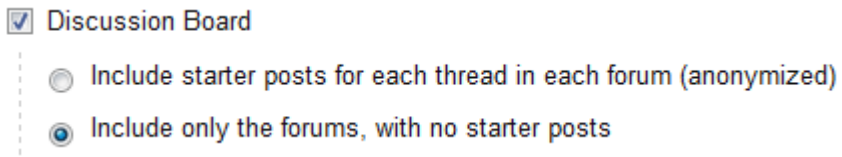
This procedure is for copying content from one Blackboard Course to another Blackboard Course.

1. Log into blackboard at oswego.open.suny.edu.
2. Select the course that contains the content you wish to copy (note that this is the opposite of Angel)
3. In the left menu select *Packages and Utilities* and click **Course Copy**.

4. Change the *Select Copy Type* pull down menu to **Copy Course Materials into an Existing Course**.
5. Click the **Browse** button next to *Destination Course ID*. This will pull up a list of all the courses you are currently listed as an instructor for in Blackboard.



6. Locate the course you wish to copy material into and select it with the radial button. Once you have made a selection click the **Submit** button.
7. Directly below *Select Course Materials* click the **Select All** button.
8. Scroll down to the Discussion Board setting, and select the option **Include only the forums, with no starter posts**.



9. Scroll to the bottom or top of the page and click the **Submit** button.

You will receive an email notice when the course contents have finished copying.