

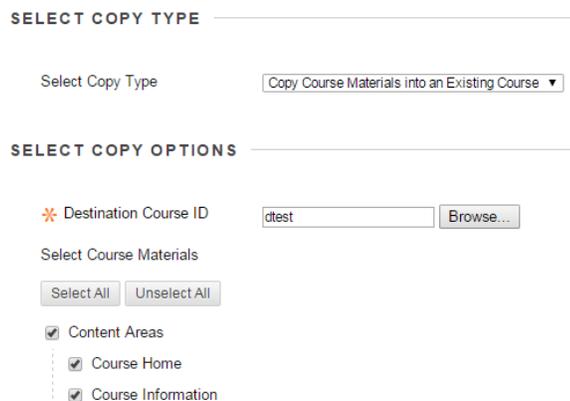
Copying a Course in Blackboard

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

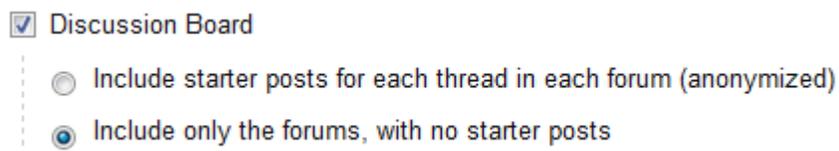
1. Log into blackboard at oswego.open.suny.edu.
2. Select the course that contains the content you wish to copy (note that this is the opposite of Angel)
3. In the left menu select *Packages and Utilities* and click **Course Copy**.



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.

A screenshot of the Blackboard 'SELECT COPY TYPE' and 'SELECT COPY OPTIONS' sections. The 'SELECT COPY TYPE' section has a dropdown menu set to 'Copy Course Materials into an Existing Course'. The 'SELECT COPY OPTIONS' section has a 'Destination Course ID' field with the value 'dtest' and a 'Browse...' button. Below this, there are 'Select All' and 'Unselect All' buttons. Under 'Select Course Materials', there are three checked checkboxes: 'Content Areas', 'Course Home', and 'Course Information'.

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**.

A screenshot of the Blackboard Discussion Board settings. The 'Discussion Board' setting is checked. Below it, there are two radio button options: 'Include starter posts for each thread in each forum (anonymized)' and 'Include only the forums, with no starter posts'. The second option is selected.

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.