3. How do I copy the content of one course to another within Blackboard Learn?

Step 1:

Go to the Home Tab page and the My Courses list of your courses. Click on the title of the Source course you want to copy the content from. The entry page of the course will appear.

Step 2: On the Entry Page go to the Control Panel located on the lower left hand side of the course page. Click the Packages and Utilities link. A drop down menu will appear.
Step 3: On the drop down menu, click the Course Copy link. The Course Copy page will appear.

Step 4:

On the Course Copy page go to section 2 and the Destination Course ID text box. Click the Browse button to the right of the test box. A Pop-Up will appear.
Step 5:

On the Pop-Up Box, scroll to find the course where you want the content to be copied to. There may be more than one page of courses. The latest courses will appear on the higher numbered pages. Click the dot to the left of the desired course. Then click the Submit button on the lower right hand side of the Pop-Up Box. The Course Copy page will reappear.
Step 6: See Screen Shot on Next Page

On the Course Copy Page go to the Select Course Materials section. Click the Check Box to the left of the words Content Areas. This will check all of the check boxed beneath Content Areas. If there is a Content Area you do not wish to copy, uncheck the box to the left of it.

Underneath the Content Areas section is a list of Tools you may have created content in. Check the box to the left of all the Tools that have content you want to copy. Warning: checking the Announcements, Blogs, Discussion Boards or Journals tools will copy the postings from the Source course. This copied material will then have to be deleted in the Destination course manually.

If you have created Assignments, Tests or graded Blogs, Journals and Discussions Boards, be sure to check the box next to Grade Center Columns and Settings.

Be sure to check the box next to Tests, Surveys and Pools if you have created any you wish to copy.

After you have checked all of the Tools you want copied, scroll down to the bottom of the page and click the Submit button on the lower right hand side.

A green Success Banner will appear at the top of the screen. An e-mail will be sent to you at your @slu.edu address when the copy is complete.

Sometimes an e-mail message will be sent prematurely. If all of your course has not copied, allow another 15 to 30 minutes for the copy to finish.