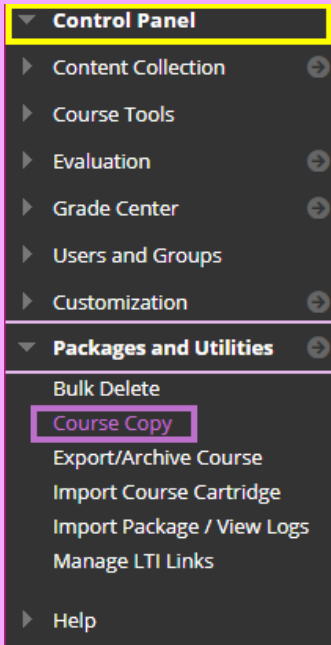


Blackboard Course Copy Instructions

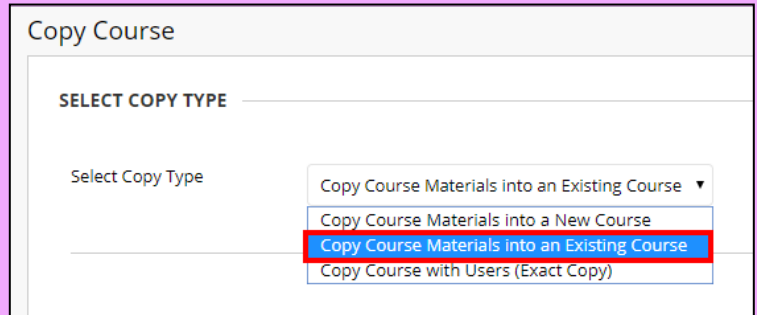


Open the Blackboard course that you want to copy.

Expand the Control Panel; expand “Packages and Utilities”

Click the “Course Copy” link.

Select “Copy Course Materials into an Existing Course”



Next, click “Browse” to find the new course you want to copy your materials into. Select it.

Click the “Select All” button to copy all course materials. UNCHECK the boxes for Announcements and Calendar. Under Discussion Board, click the 2nd radio button shown below. Click the SUBMIT button at the bottom to complete the process! You’re all set!

