# Use Course Copy to Copy Materials into an Existing Course

The Copy Course process is very useful when teaching multiple sections of the same course in one term or when repeating the same course in different terms. Copying course materials into an existing course will add content to a course, but it will not remove existing content.

**Please note: Two weeks prior to the beginning of a term, the Office of Information Technology creates Blackboard courses for that term with the assigned instructor enrolled. Those courses are considered as "existing courses".**

**If you prefer that OIT performs the course copy, or would like earlier access to the course, or do not see the course in your My Courses list, please contact Alan MacDougall: amacdougall@newhaven.edu 203.932.7054. Alan is also the contact for Blackboard technical or enrollment issues.**
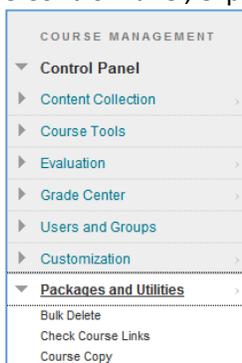
After logging into Blackboard, you will land on the My Institution page.

From the list under My Courses, **click on the Course of Origin** (i.e., the course from which you want to copy material).
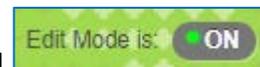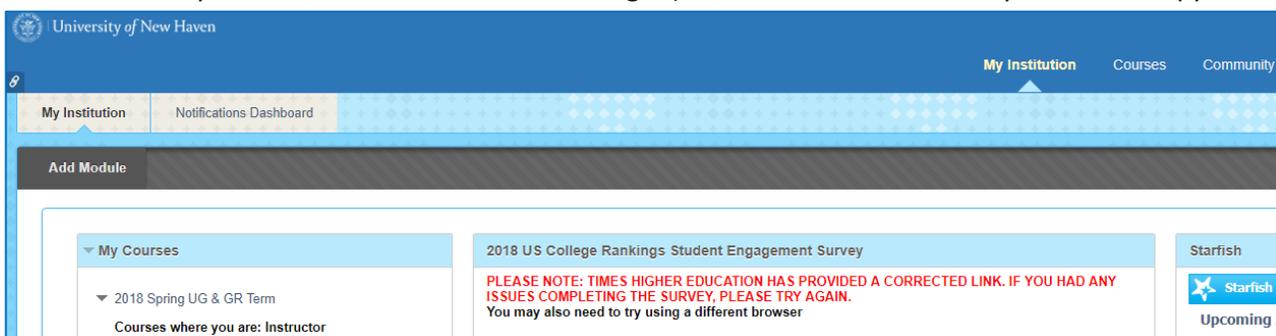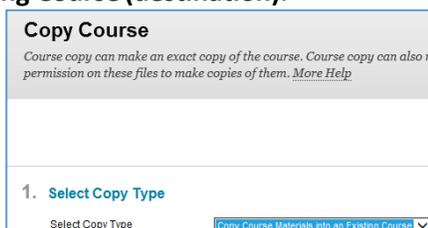


You will land on the home page of the course. **Make sure the Edit Mode is ON**

On the Control Panel, expand the Packages and Utilities section and **click Course Copy**.



In the Copy Course page, click on the Select Copy Type dropdown menu and **select Copy Course Materials into an Existing Course (destination).**

If you are assigned as instructor for the destination course, click Browse in the Select Copy Options section and a popup list of the instructor's courses the will appear. **Select the destination course** from the popup list and **click Submit**. If you have not yet been assigned, please contact Alan.

Under Select Course Materials, **select the Course of Origin materials** that you want to copy over to Destination course. If you want to copy everything, you can click the Select All button to mark all the items to copy. If you want to copy only some items, select just those individual items.
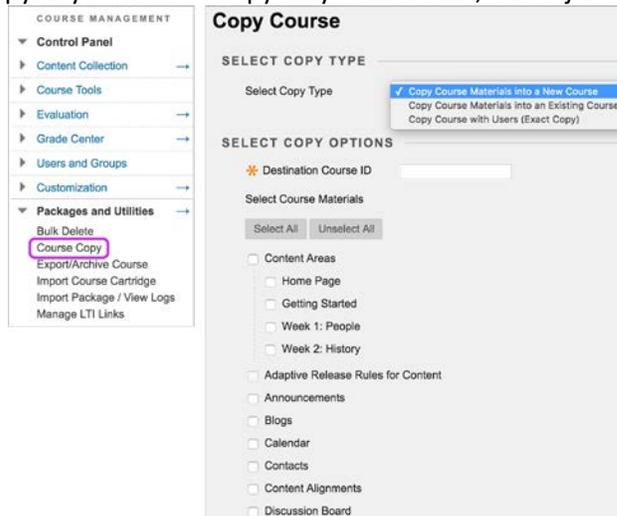


In the File Attachments section, **choose Copy Links and Copies of the Content** (include entire course home folder).

**Note: Do not select Include Enrollments in the Copy – otherwise, students from the Course of Origin will be enrolled in the destination course.**

**Click Submit.**



Check the Destination Course for the arrival of copied items. Copied items will land on the **bottom of the course menu**. You can reposition the items by click-hold-dragging the item to the desired menu location. **Please note: It may take a few minutes to see the copied material in the destination course. If you have any issues, please DO NOT repeat the copy course process – contact** Alan**.**

For more information about Copying Courses, please go to:
https://help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Copy_Courses

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