

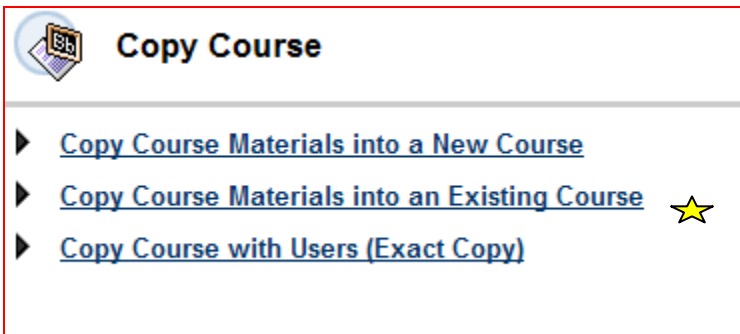
# Blackboard 8 Course Copy Instructions

Copying one Blackboard 8 course to another may be achieved by following the instructions below:

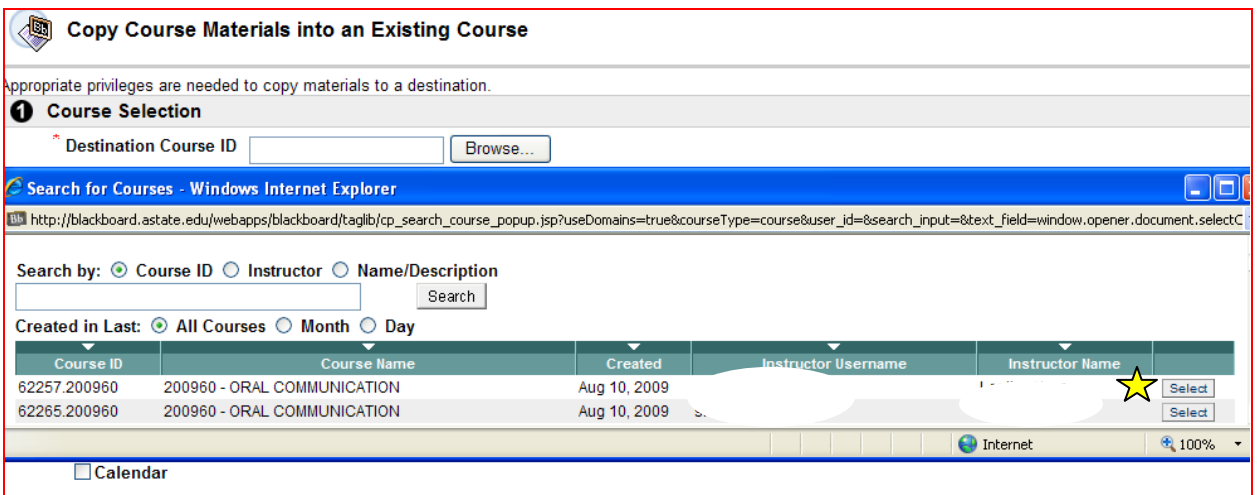
1. Go to the Control Panel of the course where the information to be copied is found
2. Under Course Options select *Course Copy*



3. Select *Copy Course Materials into an Existing Course*



4. Browse and look for the course shell where you want the copied information to go and click *Select*



5. Select the Items you want to copy by checking the box to the left of each item (eg. Assignments, Tests, Pools and Surveys, etc.)

**2 Select Course Materials**

- Content
  - Units
  - Welcome
  - Course Documents
- Adaptive Release rules for content  
User criteria will not be captured if Enrollments are not included.
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Settings
- Staff Information
- Tasks

6. Click *Submit* and you are done

**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

7. Log out of Bb and Log back into the course where you placed the copied items and it should have all you copied.

**Note: Based on the course size this procedure may take a few minutes or up to an hour before the content is copied into your Bb 8 course shell.**