

Copy Course to Another Section

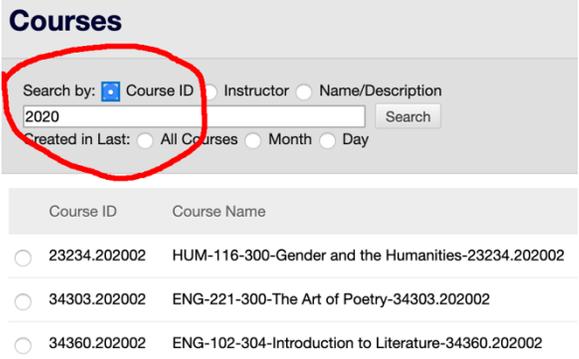
- If you're teaching multiple sections of the same course (or when you're ready to copy your materials to another section for a new semester), Blackboard makes this easy with the Course Copy feature.

It's best to build your class as fully and completely as you can in one section before doing course copy. Once you do the Course Copy function, any further edits will have to be done in each individual section, so try to limit this duplication of effort to the degree possible.

1. Log into the class website that you wanted to copy to another section.
2. At the bottom of your course menu at left, in the Course Management section, click Packages and Utilities and then select Course Copy.



3. Where it says Destination Course ID, click Browse.
4. At the top, to the right of Search by, click Course ID and enter the CRN of the course you want to copy to—or just type the year for that section, so you can select from the list.



Course ID	Course Name
<input type="radio"/> 23234.202002	HUM-116-300-Gender and the Humanities-23234.202002
<input type="radio"/> 34303.202002	ENG-221-300-The Art of Poetry-34303.202002
<input type="radio"/> 34360.202002	ENG-102-304-Introduction to Literature-34360.202002

5. Click the section you're copying to and click Submit.
6. In the Select Course Materials section, you can either select all of the materials you want copied or click Select All and uncheck the ones you don't want copied.
7. In the File Attachments area, the default "Copy links and copies of the content" suffices for most faculty.
8. Click Submit.

Blackboard will notify you when the course copy is complete. Then you can click into the new section and edit anything you'd like within that class.