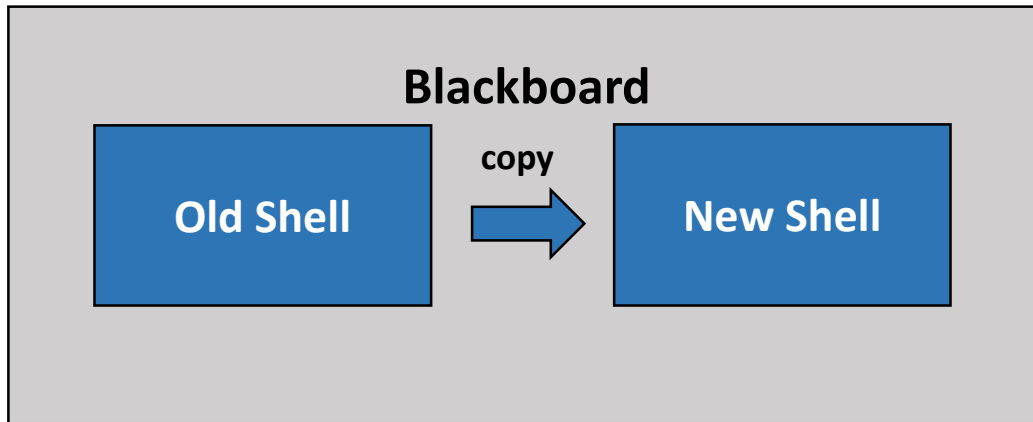


COPYING COURSE CONTENT

At the beginning of each semester, you will need to copy content from a previous course into a new course shell. This will add content to a course shell, and it will not remove existing content.



1. Open the course from which you are copying materials (the old shell)
2. Under your course management menu, go to **Control Panel > Packages & Utilities > Course Copy**
3. Select Copy Type: **Copy Course Materials into an Existing Course**
4. In the **Destination Course ID** field, browse for the course in which you want to copy the course materials (the new shell)
5. Select your course and **Submit**
6. Under **Select Course Materials**, select which materials you would like to copy. Pay close attention to the following items:
 - **Announcements:** If you select this, it will bring over the previous semester's announcements
 - **Discussion Board:** There are two options under Discussion Board. Read each option carefully to ensure you are only copying the correct items
7. Click **Submit**. You will receive an email confirmation when the course copy is complete

The screenshot shows the Blackboard Course Management interface. On the left is a dark sidebar with a menu. The "Course Management" section is expanded, showing "Control Panel" and "Packages and Utilities". Under "Packages and Utilities", "Course Copy" is highlighted with a red box. A blue circle with the number "4" is placed over the "Destination Course ID" field in the main content area. The main content area has a white background. At the top, it says "SELECT COPY TYPE" and has a dropdown menu set to "Copy Course Materials into an Existing Course". Below this is a section titled "SELECT COPY OPTIONS" which contains a text input field for "Destination Course ID" and a "Browse..." button. The "Browse..." button is highlighted with a red box. Below the input field are two buttons: "Select All" and "Unselect All". Further down, there is a section titled "Select Course Materials" with a list of checkboxes: "Content Areas", "Home Page", "Information", "General", and "GETTING STARTED".