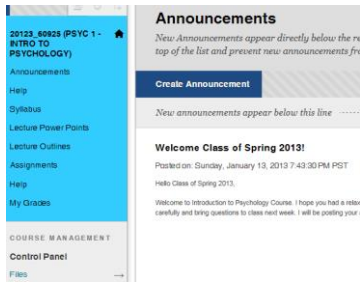
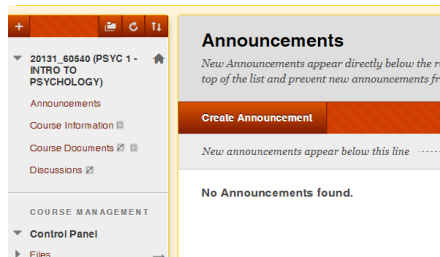


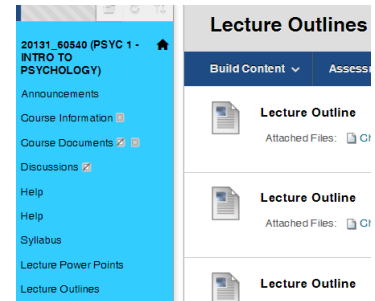
Blackboard allows you to copy any or all of the content and settings from one course to another. Typically, this is done between semesters to transfer course materials from one semester to another.



(Original Course To Be Copied)

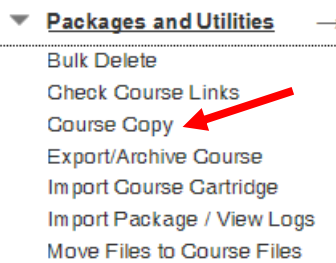


(Blank Course Shell)



(Course Copied)

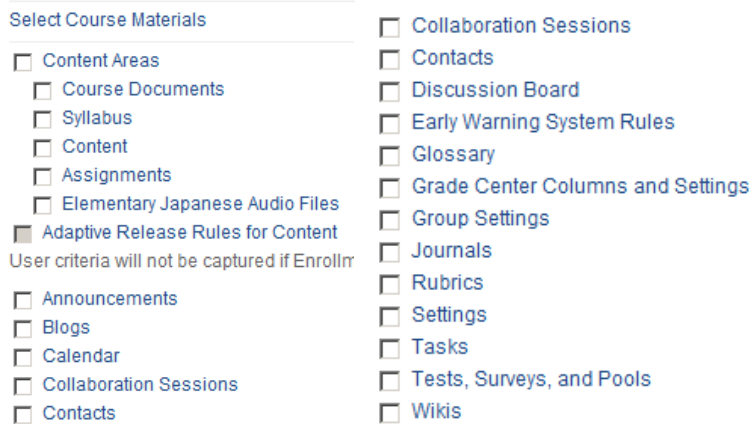
1. in the *Control Panel* under **Packages and Utilities**, choose **Course Copy**:



2. In the second section under *Select Copy Options*, type the Course ID of your course that you want materials copied into (see next page for explanation of Course ID).



3. Then check the boxes corresponding to the specific course materials and settings from your current course that you want copied into your course shell as indicated by the Course ID in step 2:





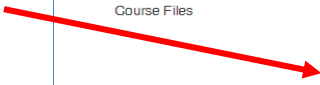
4. Scroll down to the *File Attachments* section – select **Copy links and copies for the course content (include entire course home folder)**:

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying link information.

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)



5. Finally, click on **Submit**. You will then see at the top a confirmation message:

**Success: Course copy action queued. An email will be sent when the process is complete.**

*(Depending on a variety of factors, you may have to wait anywhere from 5 minutes to an hour or more before your course is copied.)*

6. When the process is complete for the destination course, a confirmation message will be displayed at the top:

**Source 20123\_60925 | Destination 20131\_60540 is Complete.**





## Course ID – What Is It and How To Interpret

The course code uniquely identifies your course in Blackboard. Even if you teach the same course every semester, the course code will be different. The course code is readily visible whenever you are logged into Blackboard, either in your course listing or when you are in a specific course:

20111 66015: SOC 2 - Social Problems  
Instructor: IVC Administrator; Elizabeth Cham

20111 66020: SOC 10 - Intro: Marriage/Fam  
Instructor: Elizabeth Chambers

20112 61945: SOC 1 - Intro to Sociology (un)  
Instructor: Elizabeth Chambers

20112 61950: SOC 1 - Intro to Sociology (un)  
Instructor: Elizabeth Chambers

20112 61955: SOC 1 - Intro to Sociology (un)  
Instructor: Elizabeth Chambers

20112\_61945  
(SOC 1 - Intro to Sociology)

How to interpret your 10-digit Blackboard course code:

