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.

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:

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FOR ANY FURTHER ASSISTANCE OR TO REQUEST TRAINING, CONTACT: 

JOE SAN JUAN (949) 451-5716 JSANJUAN@IVC.EDU
4. Scroll down to the File Attachments section – select **Copy links and copies of the course 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:

How to interpret your 10-digit Blackboard course code:

20112_61945

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Ticket Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>61</td>
<td>945</td>
</tr>
</tbody>
</table>

Year:
1 = Spring
2 = Summer
3 = Fall