How to copy a course

1. After logging on to Blackboard, go to the control panel of the course that you want to copy from.

2. Click “Course Copy” under “Course Options”.

3. On the “Copy Course” page, click “Copy Course Materials into an Existing Course”.

   Copy Course

   - Copy Course Materials into a New Course
   - **Copy Course Materials into an Existing Course**
   - Copy Course with Users (Exact Copy)
4. On the “Copy Course Materials into an Existing Course” page, click the “Browse” button to find the course to which you want to copy the content.

5. A popup window appears where you can select the destination course. Click the “Select” button to select the course. The selected course ID will be filled into the “Destination Course ID” textbox.

If you do not see the course listed, type the course ID in the textbox and click Search. The formula for York course IDs is YORK_disciplineCode_courseNumber_sectionLetter_semester. For example, the course ID for chemistry 101 section PQ in Fall 2005 is YORK_CHEM_101_PQ_200509. You can just fill in YORK_CHEM_101 and click “Search” button. One or more courses can be found. Click the “Select” button to select the course. The selected course ID will be filled into the “Destination Course ID” textbox.
6. Under “Select Course Materials” check the checkboxes at the front of different content areas that you want to copy to your destination course.

7. After finishing the selection, click the “Submit” button at the bottom of the page. You will receive a confirmation email stating that your course content is copied to the destination course. By then your content is copied to the destination course.