To Copy Your Course

1. Log into Blackboard and Enter your course you wish to copy.

![Image of Blackboard interface](image)

2. In your course Under Course Management
   Click “Packages and Utilities” and select course copy.

![Image of course management section](image)

3. For 1-Choose Copy Course Materials into an Existing Course
   For 2-Click Browse to find your course from the list.

![Image of course copy options](image)

5. Select the Course you are teaching (it will have the CRN # and term)

6. Click “Select All” under Course Materials

7. No Dot Change 3 or 4 and click “Submit”

8. Your course will begin copying, it will e-mail you when it is complete.