Overview
The Course Copy function allows instructors to copy course content into another course they are teaching. Instructors can select areas, such as Announcements, Faculty Information, or content areas to copy from one course into another course. Course Copy will add content to a course, but it will not remove existing content.

To copy course content from a course into another existing course:

1. From the Instructor’s Control Panel, click Course Copy.

2. Click Copy Course Materials into an Existing Course.

3. Click the Browse button on the Copy Course Materials into an Existing Course page to select the Course ID for the course that you want to copy to. Only courses for which you are the instructor will be listed.

4. A new Search for Courses window will open. Click the Search button to display a list of courses for which you are listed as the instructor.
5. Click **Select** to choose the course that you want to copy to.

6. The **Destination Course ID** field should now display the Course ID for the selected course.

7. Select the check boxes for each area in the course that should be copied into the course that was selected in Step #5 above.

8. Click **Submit**

**Note:** The Course Copy function is not instantaneous. Blackboard will notify you by email when your Course Copy request has been completed (usually within minutes depending on the amount of content being copied).