

# Academic Technology Services

## Overview

The Copy Course page enables Instructors to copy content to other courses they are teaching. Instructors can select areas, such as Announcements, Staff Information or content areas to copy from one course to another. Copy Course will add content to a course, but it will not remove existing content.

## Open the Copy Course page.

1. Open the **Control Panel**.
2. Click **Course Copy** in the **Course Options** area.
3. Select **Destination Course ID** (for academic courses this is the CRN)
4. Select from the following all Course Materials that you want to copy:
  - Announcements
  - Assessments and Pools
  - Gradebook
  - Calendar
  - Categorical Information
  - Content
  - Discussion Board
  - Users and Groups
  - Settings
  - Staff Information
5. Click **Submit**.

Blackboard will display a message that the course has been successfully copied.