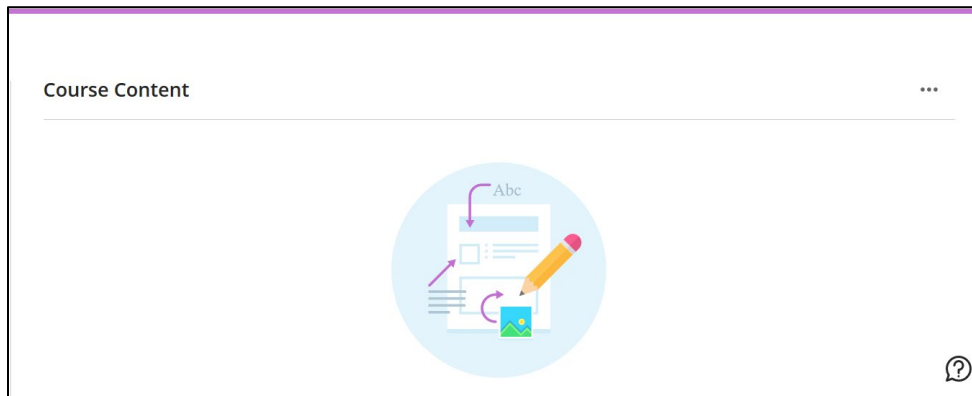


Copying Content

Copying an Entire Course

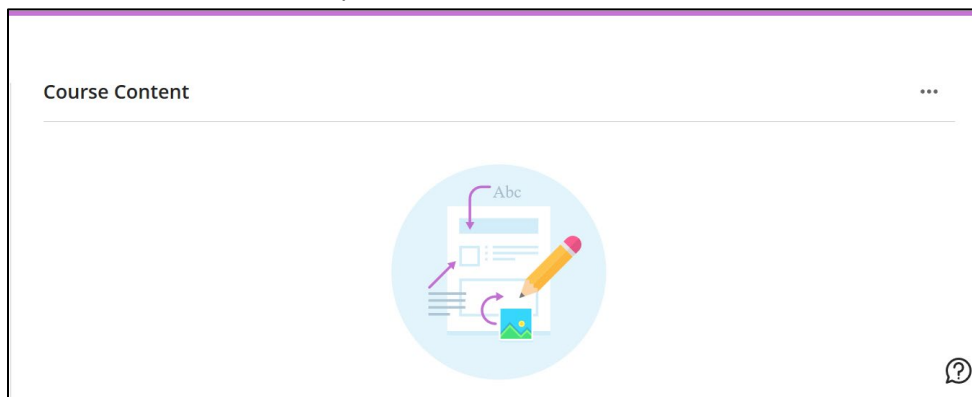
1. Log in to **Blackboard** and open the course you want to copy content into.
2. Select the **Course Content** options.



3. Choose **Copy Items**.
A list of your enrolled courses is displayed.
4. Check the **checkbox** next to the name of the course to do a full course copy.
5. Select **Start Copy**.
Depending on the amount of content being copied, this may take several minutes.

Copying Individual Course Items

1. Log in to **Blackboard** and open the course you want to copy content into.
2. Select the **Course Content** options.



3. Choose **Copy Items**.
A list of your enrolled courses is displayed.
4. Select **a course** to see its available items to copy.
5. Select **a category** to view available items for copy. Then, select the **checkboxes** for items you would like to copy.
6. Select **Start Copy**.
Depending on the amount of content being copied, this may take several minutes.