Copying Course Content in Blackboard Learn 9.1

Blackboard Learn has the ability to copy content from course site to course site, avoiding having to recreate the content.

To copy content from one course site to another follow these steps:

1. Find your new course site by clicking on My Blackboard, then locating it under My Courses.

2. Enter the course site that contains the content you wish to copy (i.e., the course from a previous semester).

3. Click on “Packages and Utilities” in the Control Panel.

4. Click on “Course Copy.”

5. In Section 2, click the Browse button and navigate to the course into which you wish to copy content.
6. Once the correct course is located, click the radio button to the left of it, then click Submit from the bottom right corner.
7. Also in Section 2, Scroll down to see the Select Course Materials section. We recommend clicking the Select All button to include all course material.

8. In section 3, leave the default option selected to insure all course materials are copied to the destination course.
9. Click “Submit” to complete the course copy request.

10. A success message will appear indicating the copy action has been queued. You will receive an email informing you when the course copy is complete.
To verify that your destination course has the content you just copied follow these steps:

1. Click on My Blackboard, and select the destination course.
2. Go to the top information bar that contains the detailed copy log. Click on Click Here.
3. Click on the course link, and view the log.
4. If the log shows 0 (zero) errors the process is complete. Your course has been successfully copied and is ready to use. If errors occurred, your course site may not function correctly. Contact the Instructional Technology Lab to discuss appropriate actions.
You can also get in-person assistance with copying your course content at the Instructional Technology Lab.

Visit us on the West Campus at BGRC 1940 W. Taylor, or on the East Campus in the Idea Commons of the Richard J. Daley library. You can also reach us at 312-996-9824 or Blackboard@uic.edu.