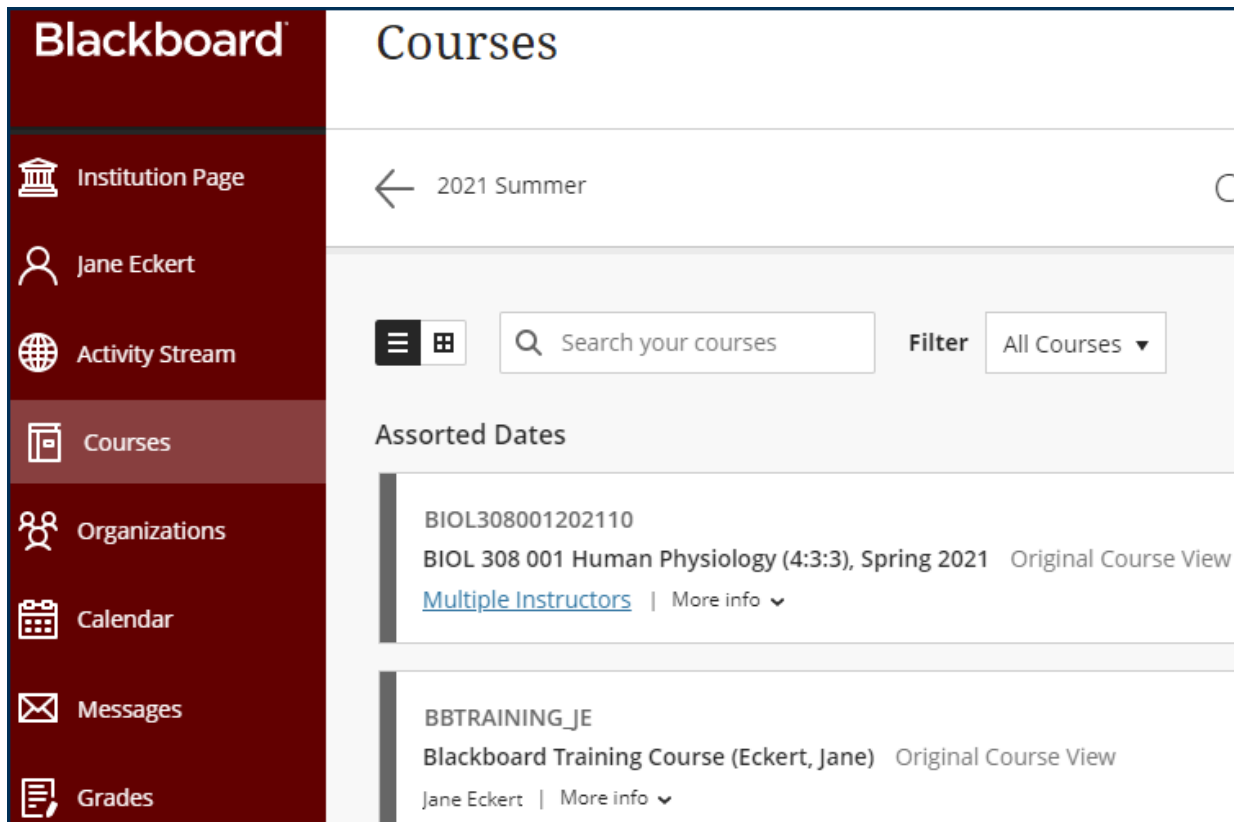# Copy a Course

Overview

This tutorial will explain how to **Copy a Course**. Use the Course Copy process to copy course materials from one course to another. This process is helpful when teaching multiple sections of the same course or when copying materials from a previous semester to a new semester.

Quick Steps

Open Original Course > Control Panel > Packages and Utilities > Course Copy > Select Copy Type > Browse > Select Destination Course ID > Submit > Select All > Submit
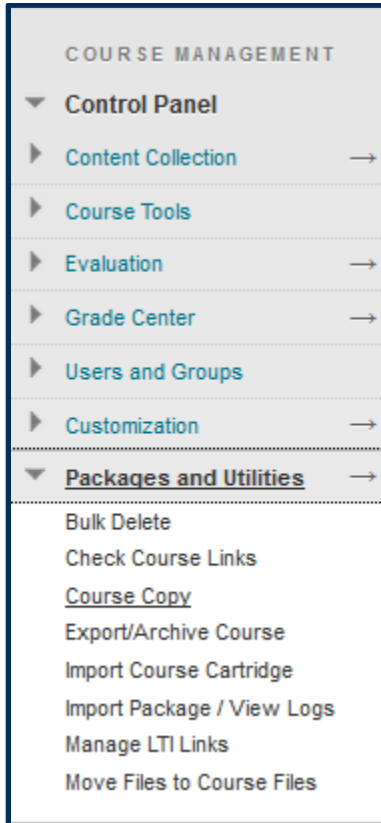
Step 1

Open the course that you would like to copy (or to copy materials from) from *Courses* on the navigation menu.

Step 2

To copy a course, you must access the Copy Course page. The Copy Course page can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Packages and Utilities* and select the "Course Copy" option.

COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection →

▶ Course Tools

▶ Evaluation →

▶ Grade Center →

▶ Users and Groups

▶ Customization →

▼ **Packages and Utilities** →

　Bulk Delete

　Check Course Links

　Course Copy

　Export/Archive Course

　Import Course Cartridge

　Import Package / View Logs

　Manage LTI Links

　Move Files to Course Files

Step 3

From the Copy Course page, use the dropdown field following the *Select Copy Type* option to select "Copy Course Materials into an Existing Course."

SELECT COPY TYPE

Select Copy Type ⎯⎯⎯ Copy Course Materials into an Existing Course ⌄

　　　　　　　　　Copy Course Materials into a New Course

　　　　　　　　　Copy Course Materials into an Existing Course

SELECT COPY OPTIONS

　　　　　　　　　Copy Course with Users (Exact Copy)
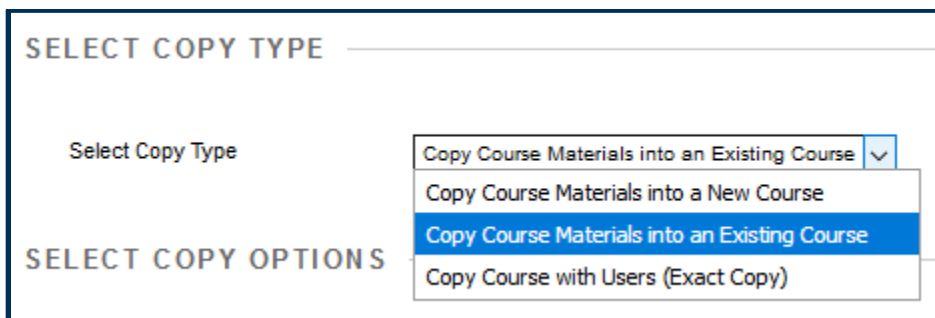
Step 4

Scroll to the Select Copy Options section. Following the *Destination Course ID* option, click the *Browse* button.

SELECT COPY OPTIONS

✳ Destination Course ID   [   ] [Browse...]

Step 5

A Courses list will open in a new window. Select the desired destination course (where the materials are going to) using the radio buttons in the Course ID column.

Courses

Search by: ○ Course ID ○ Instructor ○ Name/Description
[   ] [Search]
Created in Last: ○ All Courses ○ Month ○ Day

《 〈 Page 3 of 3

Course ID	Course Name	Created	Instructor Username	Instructor Name
○ WOTC102001201810	WOTC 102 001 Online Course Facilitation & Management, Spring 2018	Mar 23, 2018	stoutj campj loystr whetstonek	Grossoehme, Jill Camp, Joyce Loyst, Ryan Whetstone, Kimarie
○ WOTC102001201850	WOTC 102 001 Online Course Facilitation & Management, Summer 2018	May 8, 2018	whetstonek stoutj campj loystr	Whetstone, Kimarie Grossoehme, Jill Camp, Joyce Loyst, Ryan

Step 6

Click the *Submit* button at the end of the Courses window.

[Submit]

Step 7

Following the *Select Course Materials* option, click the *Select All* button to copy all original course materials to the new course. Optionally, you can select specific materials by using the checkboxes that follow the *Select All* and *Unselect All* buttons.

Step 8

Click the *Submit* button.
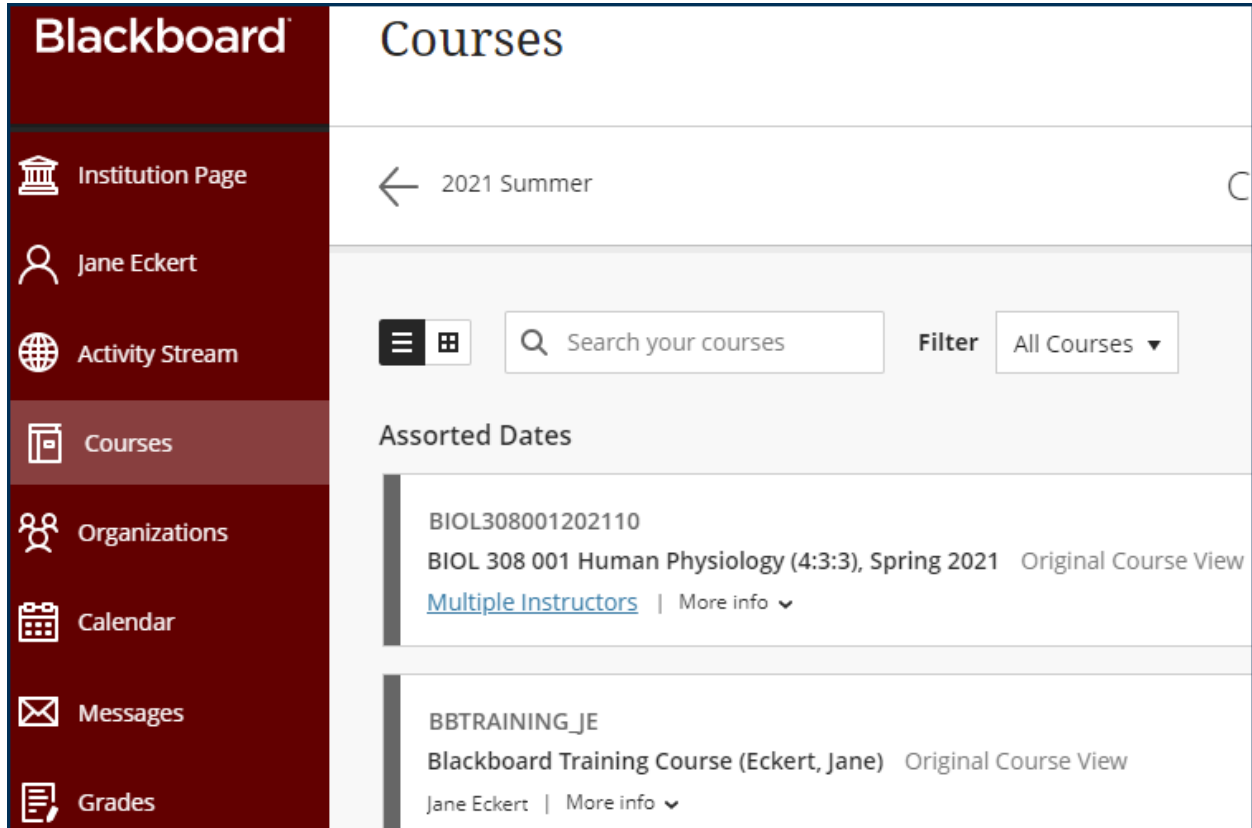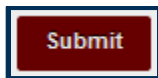

Note

Close the copy window. After you have received an email message that the course copy is complete, click on *Courses* on the navigation menu and open the new course to confirm that the materials copied successfully.

Blackboard

Courses

← 2021 Summer

▤ ⊞   🔍 Search your courses   Filter   All Courses ▾

Assorted Dates

Institution Page

Jane Eckert

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

BIOL308001202110
BIOL 308 001 Human Physiology (4:3:3), Spring 2021   Original Course View
Multiple Instructors | More info ⌄

BBTRAINING_JE
Blackboard Training Course (Eckert, Jane)   Original Course View
Jane Eckert | More info ⌄

Please contact the Office of Online Learning at 803/323-2212 or blackboard@winthrop.edu with additional questions.