Introduction

A Course Copy is a tool within Blackboard that allows Instructors to easily transfer content from one course to another. This is useful if you teach the same class for multiple semesters. You only need to set up the course once and then copy its materials.

Executing a Course Copy

1. Navigate to blackboard.towson.edu.
2. Login with your Towson University NetID and Password.
3. Enter the course that contains the content you'd like to copy.
4. On the left hand side under your Course Management Menu, click Packages and Utilities.
5. Select Course Copy.
6. Under Select Copy Type, choose Copy Course Materials into an Existing Course.
7. Next to Destination Course ID click Browse.

![Figure 1](http://www.towson.edu/blackboard)

8. Select the course you'd like to copy your current course in to.
9. Click Submit.
10. Choose Select All under Select Course Materials.
11. We suggest scrolling down to Discussion Boards and choosing Include only the forums, with no starter posts. Choosing this option brings only the Forum and leaves out student's individual posts.
12. Submit.