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# Blackboard

## Course Copy

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### Introduction

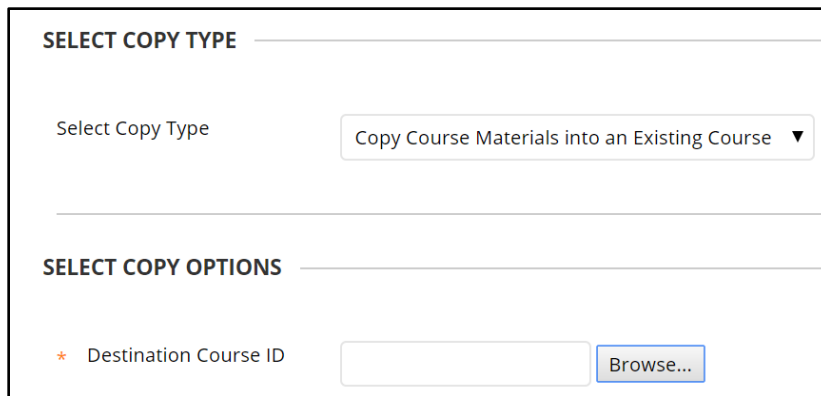
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A Course Copy is a tool within Blackboard that allow Instructors to easily transfer content from one course to another. This is useful if you teach the same class for multiple semesters. You only need to set up the course once and then copy its materials.

### Executing a Course Copy

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1. Navigate to [blackboard.towson.edu](http://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 in to an Existing Course**.
7. Next to **Destination Course ID** click **Browse**.



The screenshot shows a web form with two main sections. The first section, titled 'SELECT COPY TYPE', contains a label 'Select Copy Type' and a dropdown menu with the selected option 'Copy Course Materials into an Existing Course'. The second section, titled 'SELECT COPY OPTIONS', contains a label '\* Destination Course ID' followed by an empty text input field and a 'Browse...' button.

Figure 1

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**.