

You may copy content from one Blackboard course to another. There are 2 different ways to do so . .

You can either copy:

- Specific Items from one course to another **OR**
- Entire areas between courses (the Documents area from course 1 to course 2)

**1. To copy a specific item to a different course. \*\***

- Go into the course where the item is that you want to copy. Next to the item, you'll see : Modify Copy Remove
- Click copy and choose which course you want to copy the item to.
- **Please Note - Assignments created via the Assignment manager do not copy over correctly. We recommend that you recreate assignments!**

**2. To copy an entire area \*\***

- Control Panel -> Copy Course -> select the area(s) then select the course that you would like to copy the areas to.
- **Please Note - Assignments created via the Assignment manager do not copy over correctly. We recommend that you recreate assignments!**

Only content areas are transferred, such as the area where your syllabus is posted or the discussion board topics. Student work submitted via the digital drop box, student comments on the discussion boards and chat boards are not transferred.