

## Copying Course Content in Blackboard

The course copy process is commonly utilized when you want to move your course content from a past semester course to an upcoming or current semester course. Use the instructions below or [watch the video](#).

1. Begin by entering your Blackboard course with the content that you want to copy inside.
2. Using the left-hand navigation menu, navigate to **Course Management > Packages and Utilities > Course Copy**.
3. Press **Browse** next to **Destination Course ID**. Find and select the new course you want your content to be copied to.
4. Press **Select All** under **Select Course Materials**. This will select all of your content and settings to be copied.
5. Scroll down and confirm **Copy links and copies of the content** is selected under **File Attachments**.
6. Ignore the **Enrollments** option.
7. Press **Submit**.

You will receive a confirmation banner at the top of your screen letting you know the course copy has been queued. You will receive an email when the course copy has been complete.

Course copies may take longer to complete depending on the current que of course copies. Do not initiate multiple course copies as you may accidentally duplicate your content. If you need assistance, please reach out to [AcademicInnovation@utsa.edu](mailto:AcademicInnovation@utsa.edu).