

# Copy Course Content

## Introduction

This handout explains how to copy content from one Blackboard course to another. There are generally two procedures and objectives for doing this:

1. Export Course and then Import Package – Use this option to copy most or all of the course content areas, adaptive release settings, announcements, blogs, calendar, collaboration sessions (chat), discussion boards, early warning system rules, glossary, groups, assignments, surveys, tests, grade center, journals, rubrics, settings, staff information, or tasks.
2. Copy folders or content items – use this to copy specific files or folders. (Note: it is not possible to copy materials other than content using this option.)

## Export Course and Import Package

1. In the Control Panel, click Packages and Utilities and then Export/Archive Course.
2. Click Export.
3. Under File Attachments, leave the default selections: “Copy only Links...”  
Choosing to copy the files will increase course size. Selecting this displays the option of calculating the course size. Check this as courses over 250 MB cannot be successfully exported.
4. Under Select Course Materials, check the boxes next to the items to be exported (moved to the new course). Note: student data is not copied. To copy the course *with* student data, select Archive.
5. Click Submit.
6. An email is sent when the Export is complete.
7. Upon receiving the email, return to the course Export page, click the file link and select Save.
8. This will save the course zip file to your computer.

## Import Package

1. Navigate to the course into which you wish to copy content.
2. In the Control Panel, click Packages and Utilities and then Import Package / View Logs.
3. Click Import Package and then Browse.
4. Navigate to the exported course zip file, select it, and click Open.
5. Under Select Course Materials, select the materials to be imported (the same as were exported).
6. Click Submit.
7. An email will be sent when the Import is complete.

## Copy Folders or Content Items

1. Navigate to the desired folder or content item, click its chevron, and select Copy.
2. Select the Destination Course.
3. Click Browse to select the folder in which the folder or content item will display.
4. Click Submit.

