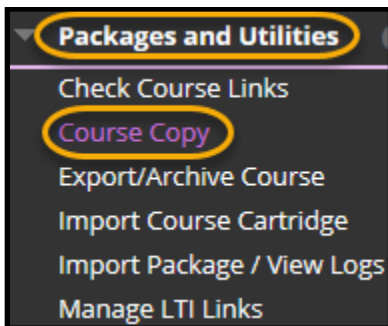
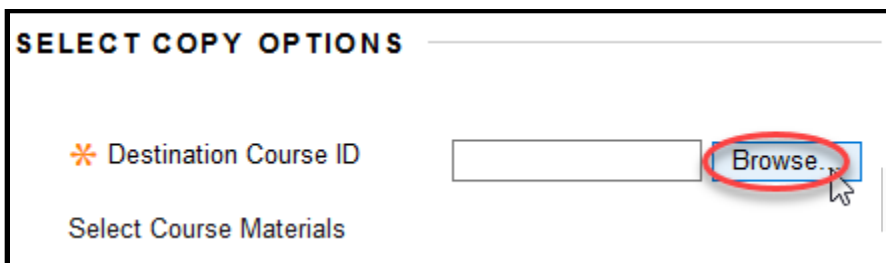


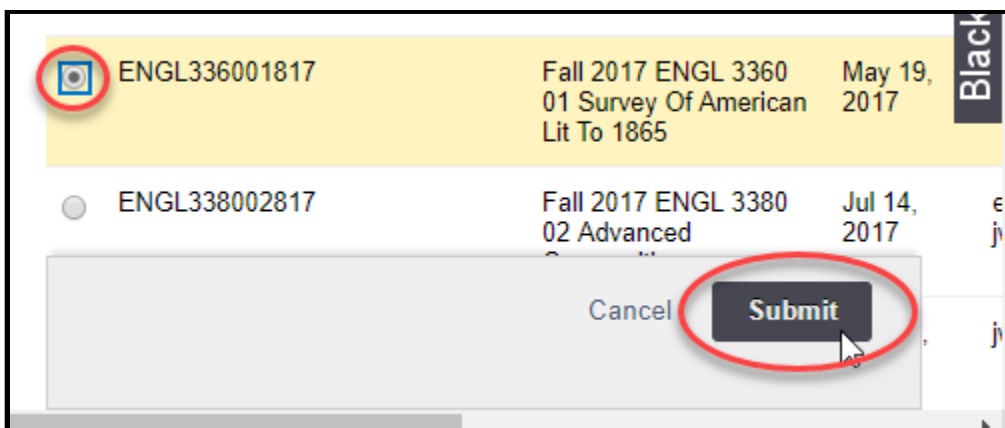
1. Go to the Blackboard course you want to copy *from*.
2. Click the **Packages and Utilities** link in your Control Panel, and then click **Course Copy**.



3. Click **Browse** and select the course you want to copy *to*.



4. Click into the checkbox of the course you want to copy into and click **Submit**.



5. Click **Select All**, and then uncheck **Adaptive Release Rules for Content** and **Announcements**. Under Discussion Board, select **Include only the forums, with no starter posts**.

Select Course Materials

Content Areas

- Faculty Notifications
- Notifications
- Syllabus
- Virtual Office
- Start Here
- Modules

Adaptive Release Rules for Content
User criteria will not be captured if enrollments are captured if the Grade Center columns and settings are set to capture user criteria.

Announcements

Blogs

Calendar

Contacts

Content Alignments

Discussion Board

- Include starter posts for each thread in each forum
- Include only the forums, with no starter posts

6. Scroll to the bottom and leave **Copy links and copies of the content** selected. Click **Submit**.

FILE ATTACHMENTS

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)