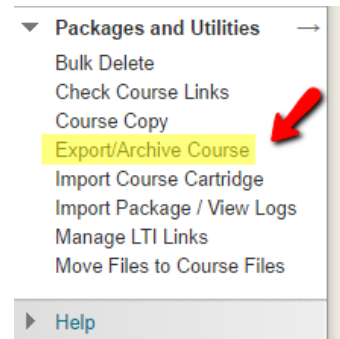




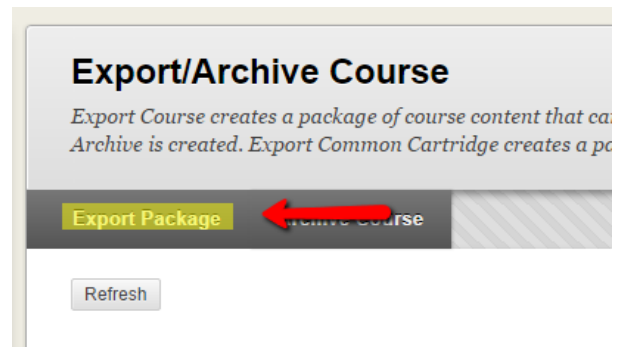
How do I copy course materials from one course to another?

When copying content from one course to another, the “Course Export” function is preferred over “Course Copy.” Using “Course Export” will allow instructors to keep an archive of the course on their computer and will aid in a more complete course copy as courses become larger.

1. Under Course Management, click **Packages and Utilities**, then click **Export/Archive Course**.



2. Click **Export Package**.



3. Select and scroll the areas that will be moved. Then click submit.

SELECT COURSE MATERIALS

Select materials to include in the export package

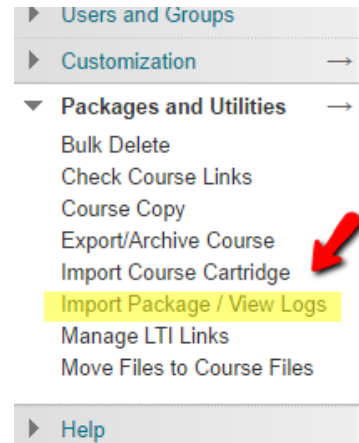
Select All Unselect All

- Content Areas
 - Home Page
 - Syllabus
 - Course Content
 - Assignments
 - External Links
 - E-Reserves



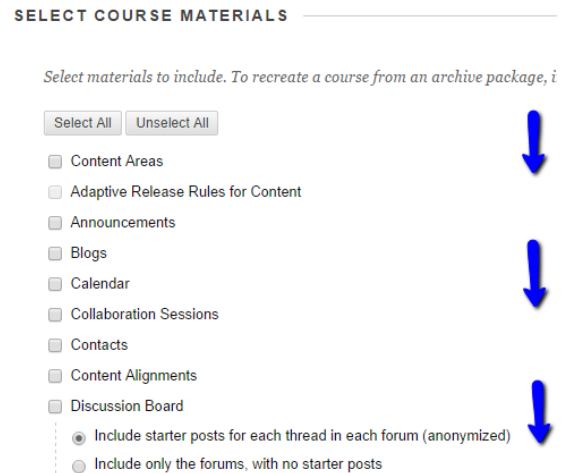
You will receive an email once the package has been exported and is ready for download. Return to the Export/Archive course tab to find the file and download. Let the file completely download before importing it into your new course. The file should be a ExportFile_.zip file.

4. Once the file is fully downloaded to your computer, return to your Blackboard course management menu and click **Import Package / View Logs**.



5. Click **Import Package**.

6. Select the content areas that you selected in the export package page. Click Submit.



You will receive an email once package is completed importing. Your course should now have the copied materials.