Copying Blackboard Content from a Previous Semester’s Site into a New Semester’s Site

1. In Blackboard, proceed to your **old course site** (the site with the content you want to copy).

2. In the Control Panel, click to expand **Packages and Utilities**, and then click on **Course Copy**.

3. Click the **Browse** button.

4. In the popup window, check the box next to the **new blank course site** (the site you are copying the content into), then click the **Submit** button at the bottom of the popup window.

5. Click the **Select All** button (or choose specific content to copy).

6. Scroll down to the Discussion Board setting; underneath you have an option for how much content will be copied. Leaving the first option checked brings over student posts and marks them as anonymous. Checking the second option will remove all threads and keep just the forums.

7. When everything you wish to copy is selected, click the **Submit** button. You will receive an email when the course copy is complete.