How to: Create & Copy Blackboard Courses

Please use the following steps in order to successfully create a new course and copy your content:

1) Go to the Course Tools tab at the top of your Blackboard page
2) Scroll to the bottom of the page and select the blue “Create New Course” link to the right of the Key Icon
3) Press “OK” on the prompt that follows
4) Select “I agree” on the Copyright Statement
5) On the next page, name your course, select the school or college, and choose whether or not you would like to allow guest access
6) Select “Next”
7) Select “Next” again
8) Select “Finish”

Your new course shell will now appear as a blue link under your Blackboard Courses and Organizations.

Please use the following steps in order to successfully copy the content from your old course into the new course shell:

1) Go to the Course Tools tab at the top of your Blackboard page
2) Click on the old Blackboard Course from which you are going to copy content
3) Once inside of the course, click on the “Packages and Utilities” link on the left hand side of the page under the Course Management Control Panel
4) Select “Course Copy”
5) On the following page, select the “browse” button to the right of “Destination Course ID”
6) A new window will appear containing your Blackboard courses. In this menu, scroll and select the new Blackboard course that you have just created and select “submit” at the bottom of the window. (For instructors with multiple courses, you may have to navigate to the next page in order to find the new course that you have created)
7) After you submit, click on “Select All” under the Select Course Materials section
8) Scroll to the bottom of the page and submit

You will be notified via e-mail when your course has finished copying.