**Step 1:** Complete the Course Merge process per the PDF tutorial or video on our Course Copy/Collapse Web page. Make sure you have revised the name of your course to show the two (or more) sections in the course ID (per instructions in tutorial).

**Step 2:** Login to your "past" course. In other words, go into the course where you want content copied from. *Steps 2-6 below are the same as in the Course Copy PDF tutorial.*

**Step 3:** In the Control Panel of your course, click the COURSE COPY option located in the bottom left corner under PACKAGES and UTILITIES area.

**Step 4:** Click the "Copy Course Materials into an Existing Course" link.

**Step 5:** Click the BROWSE button. This will bring up a list of all of your current (EXAMPLE: SPRING '12) and past courses. Choose the SPRING 2012 site where you want your content copied. Click the SELECT button. The COURSE ID will now show in the "Destination Course ID" area.

**Questions?** Contact Cindy Bowers bowersc@ecu.edu or Matt Long, longm@ecu.edu, or Allen Dennis dennisa@ecu.edu

See our Blackboard Blog for more tutorials: [http://blog.ecu.edu/sites/blackboard/faculty-support/](http://blog.ecu.edu/sites/blackboard/faculty-support/)
Step 6: Finally, select the content you want to copy. The image to the right is an example of a standard course copy.

Note: If you choose Discussion Board because you want forums copied, please be aware that all users’ responses from the past semester will be copied. They will show up as Anonymous, but you will have to delete each one before your course goes live. If you have tests, surveys, and/or pools you want in your new course, don’t forget to check the box.

Click **Submit** at the bottom. That's it! How will you know if the course copy has been done? You will get an email. Be patient and do not do a second copy only after a few minutes; give Blackboard time to complete the copy action, depending on the size of the course. Again, you will get an email informing you that your Course Copy process is complete.

If you forget to include any items Tests & Quizzes (for example), you can redo the process, only choose Tests, Surveys, and Pools > Submit. Do you want to totally start over with a clean shell because you changed your mind about some/all of the content? Easy! Control Panel > Properties & Utilities > Bulk Delete.

**REMINDERS > TESTS & QUIZZES, DISCUSSIONS:** Any tests and quizzes you have copied will be located under Tests, Surveys, Pools in the Control Panel - they will need to be deployed/added to a content area! And, if you copy your discussion forums, all posts from your past semester's students will be included; however, they will show as anonymous. You will need to delete all past posts if you choose to copy your discussion forums!

**IMPORTANT:** If you forget to include any items Tests & Quizzes (for example), you can redo the process, only choose Tests, Surveys, and Pools > Submit. Do you want to totally start over with a clean shell because you changed your mind about some/all of the content? Easy! Control Panel > Properties & Utilities > Bulk Delete.

Questions? Contact Cindy Bowers [bowersc@ecu.edu](mailto:bowersc@ecu.edu) or Matt Long, [longm@ecu.edu](mailto:longm@ecu.edu), or Allen Dennis [dennisa@ecu.edu](mailto:dennisa@ecu.edu)

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