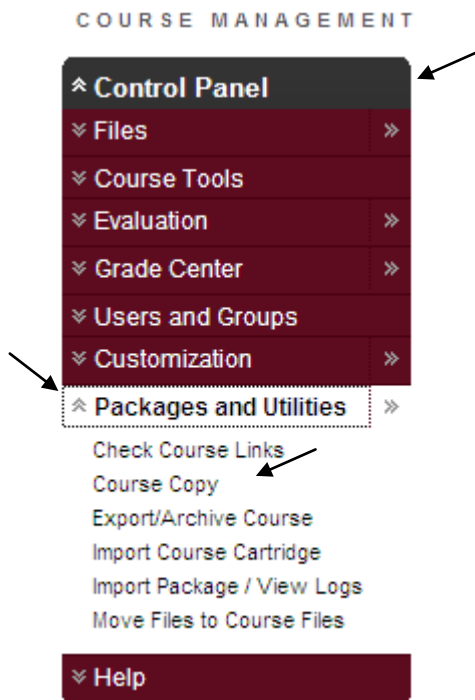
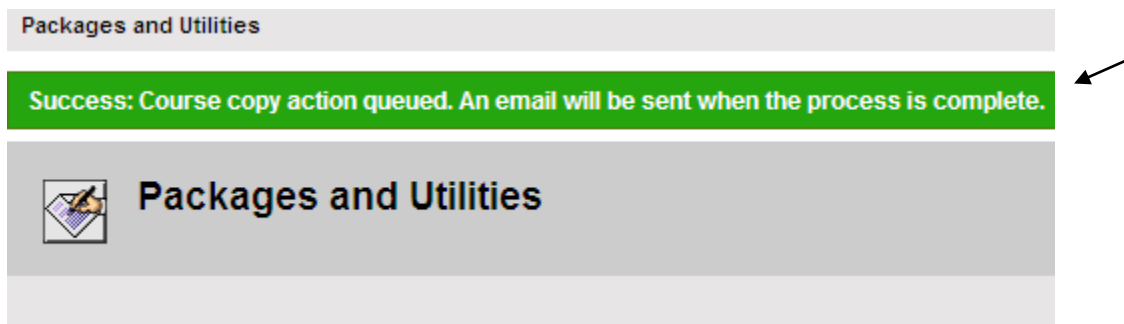


How to do a Course Copy in Blackboard 9.1:

1. Log into Blackboard and go into the course you want to copy



2. Under **Control Panel** click on **Package and Utilities** and then **Course Copy**
3. Select details for **Copy Type**, **Copy Options** and **Course Files** and then click **Submit**



4. After receiving a confirmation email, search for your destination course and copied content will be the course.
5. You have successfully copied your course