Copying a Course on Blackboard
Cheat Sheet

- Open suffolku.blackboard.com and select the course you would like to copy.
- Once the course is open, scroll to Course Management in the menu on the left.

- Select Packages and Utilities.

- Select Course Copy.

- On the Course Copy page, select Copy Course Materials into New Course from the drop-down menu.
• Enter the course ID into the text box under Select Copy Options.

• Check the content that should be copied to the new course.

Choose Select All to check all boxes.

• Select Copy links and copies of the content.

• Click Submit.
• A banner will appear indicating that the course copy was successful.