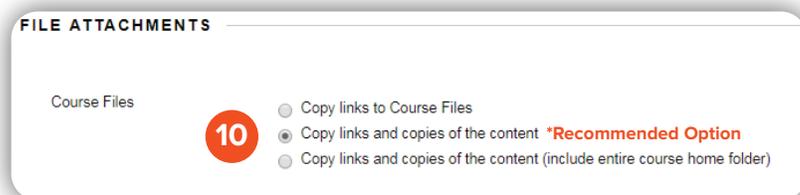
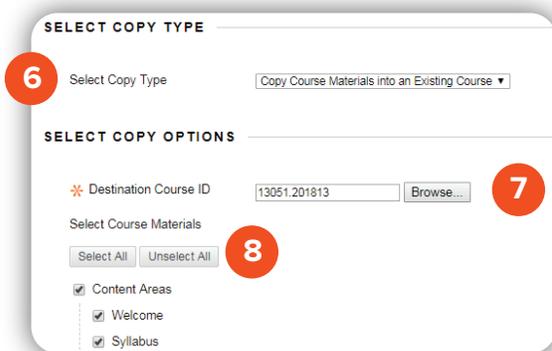
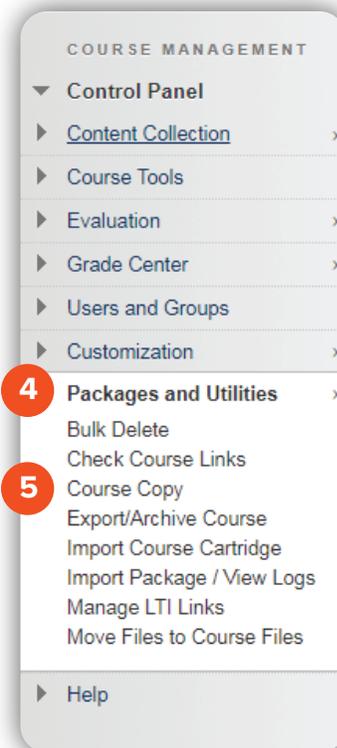


HOW TO COMPLETE A COURSE COPY

To copy a previously taught course to a new semester:

1. Login to Blackboard
2. Access the course you want to copy
3. On the course menu, go down to Control Panel
4. Select **Packages and Utilities**
5. Select **Course Copy**
6. Under Select Copy Type, select **Course Copy Materials into an Existing Course**.
7. Under Destination Course ID, click **Browse**. A new window will appear, choose the course you would like to copy the content to and click **Submit**.
8. Press **Select All**
9. For Discussions (if you have Discussion Forums)
 - a. Select **Include only the forums, with no starter posts** (to remove student posts). Any threads created by you, will not be copied when using this option.
10. Under File Attachments, Select **Copy links and copies of the content**
11. Press **Submit**



REMINDER: Course Sizes are limited to 750 MB. Please keep this in mind when copying content.

NOTE: When selecting “Copy links and copies of content,” the entire content collection folder will not be copied. Only content that is used within content areas will be copied.

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