HOW TO COPY COURSE CONTENT INSIDE YOUR NEW 2020 BLACKBOARD MODULE

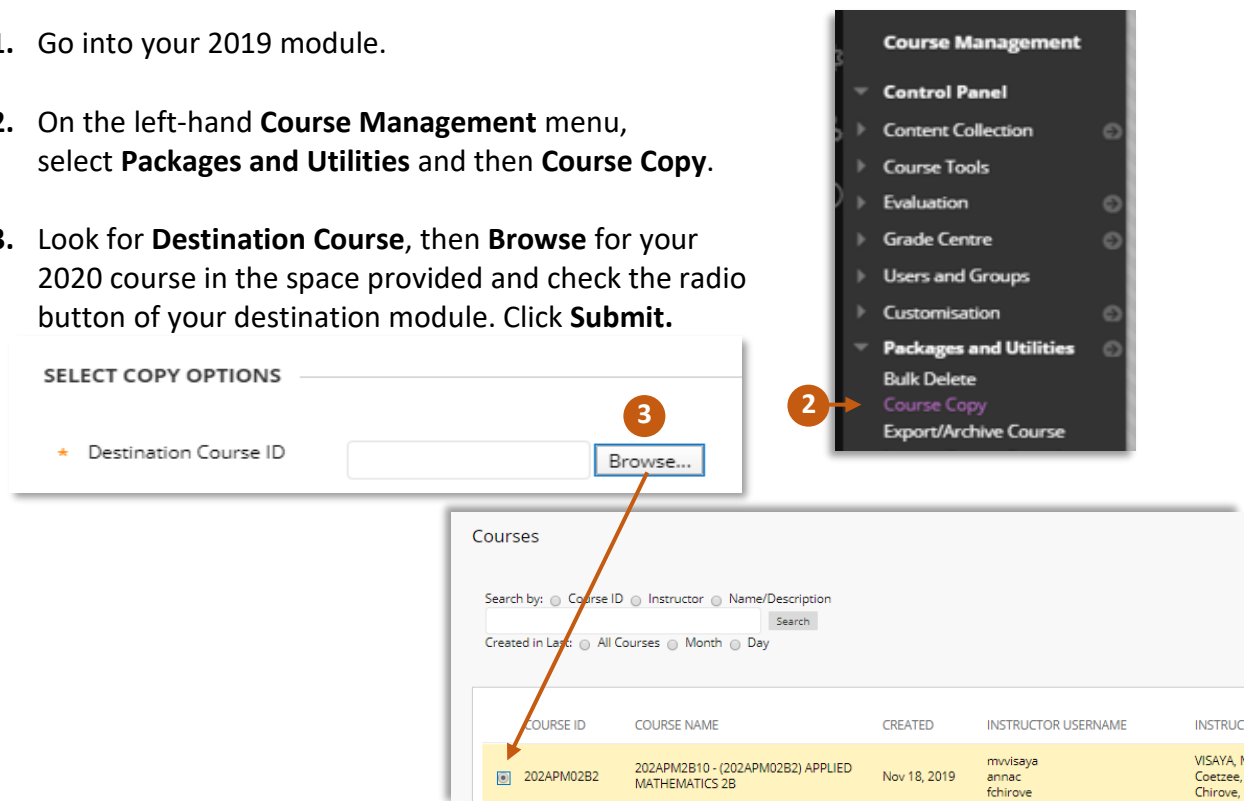*NOTE: First ensure **you are enrolled in all the modules** between which you wish to transfer content. Please ensure that **Edit Mode is set to ON. Select only the content you need**. The process does not necessarily have to be between a 2019 module and a 2020 module.*

OPTION 1: IN CASE YOU NEED TO COPY EVERYTHING

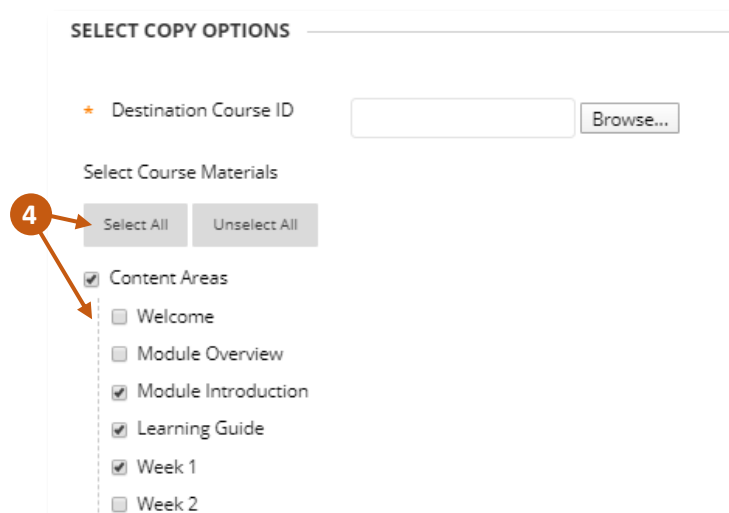### Copy the entire module's content to another module

To copy your course content of 2019 to your 2020 module, follow these steps:

1. Go into your 2019 module.

2. On the left-hand **Course Management** menu, select **Packages and Utilities** and then **Course Copy**.

3. Look for **Destination Course**, then **Browse** for your 2020 course in the space provided and check the radio button of your destination module. Click **Submit.**

4. Under **SELECT COURSE MATERIALS, Select All.**
   Then deselect **Announcements** and **Discussion Board**. Do not include content you do not need – **deselect any undesired content** you do not wish to transfer.

5. Under **FILE ATTACHMENTS** select the second option: **Copy links and copies of the content** (deselect the third option).


6. Click [Submit] to proceed, then click **Submit** again.

7. Content can be found on the left-hand **Course Menu** → **Lecturer Resources** → **Course Content.**
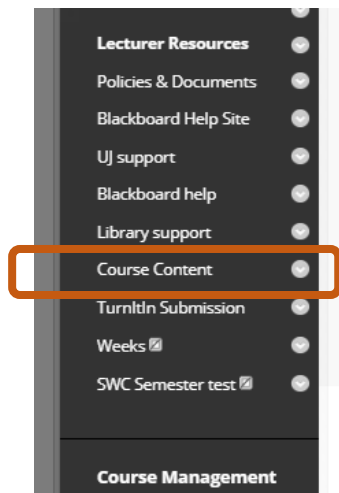
OPTION 2: MOVE OR COPY ONLY A SINGLE CONTENT ITEM

Move an item or folder to another area inside your module, or between different Blackboard modules.
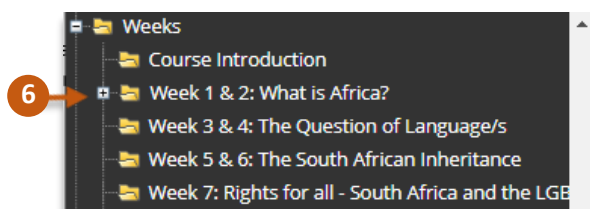
1. **Navigate to the content item** you would like to copy or move.

2. Click on the **drop-down arrow** to the right.

3. On its drop-down menu, select **MOVE** (or **COPY**).
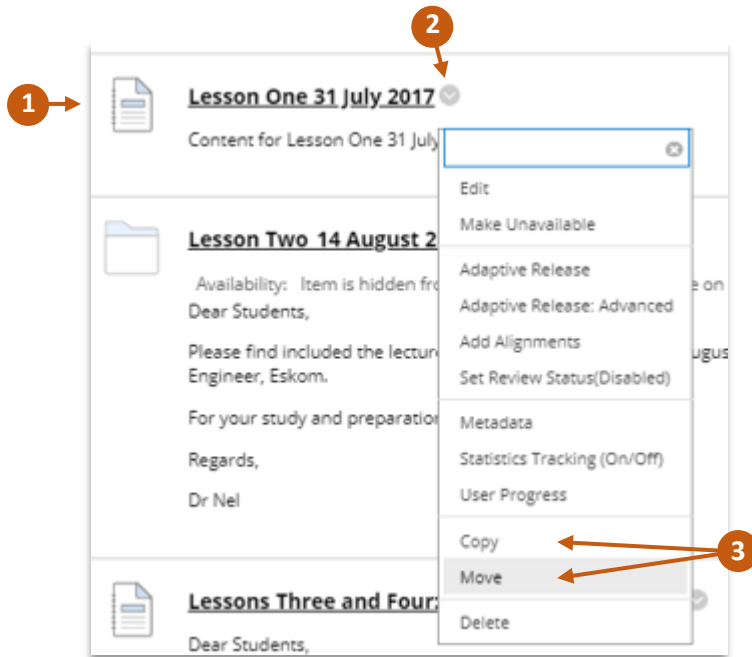
4. Under Destination, select the **Destination Course** you wish to copy/move it to.
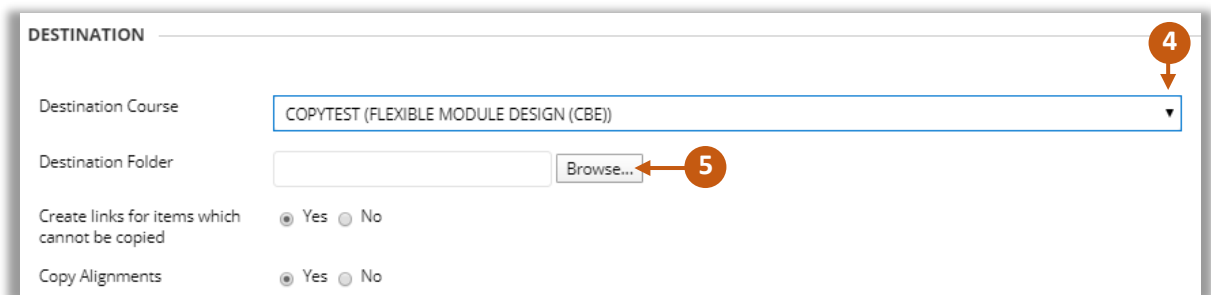
5. Under Destination Folder, select **Browse** and select the '**+**' to open sub-folders.

6. Click on the desired **folder name** in which you want to place the item.

7. Click **Submit** to proceed.

8. Your content will appear inside the folder in the module you specified.