

## HOW TO COPY COURSE CONTENT INSIDE YOUR NEW 2020 BLACKBOARD MODULE

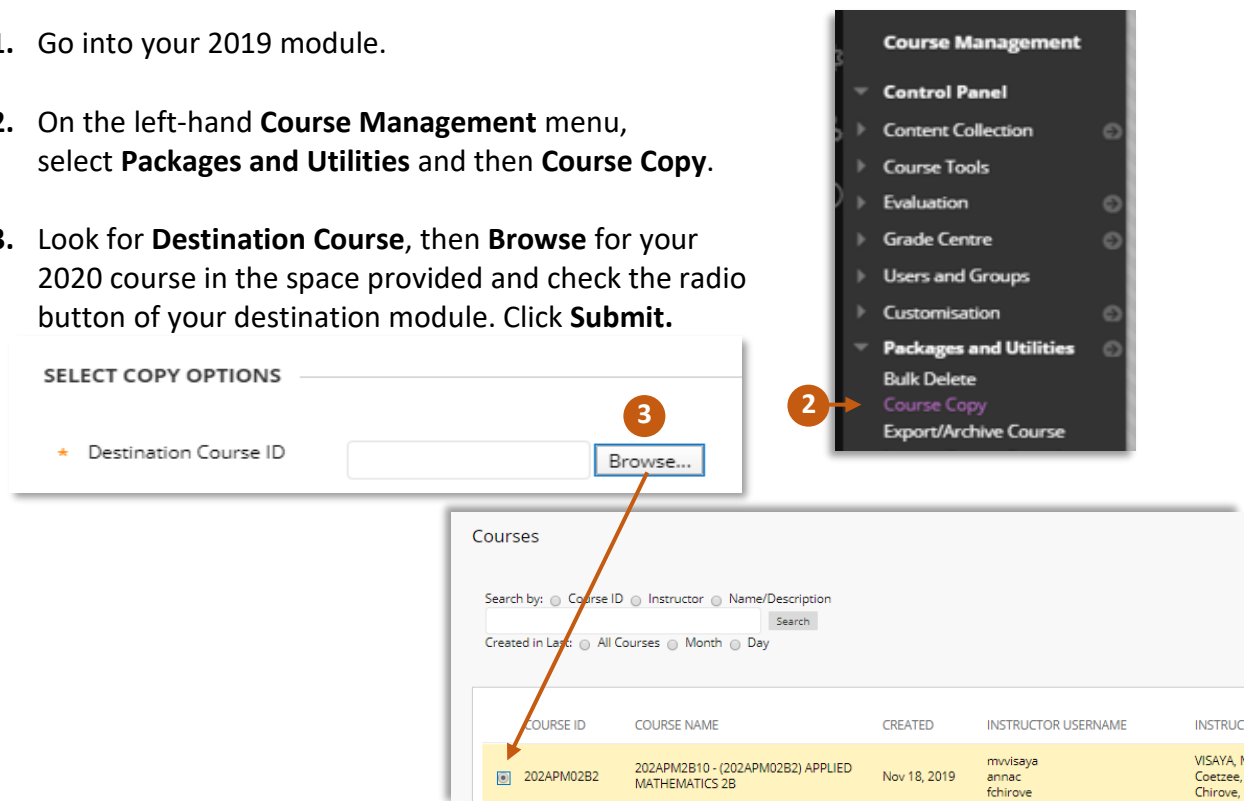
**NOTE:** First ensure **you are enrolled in all the modules** between which you wish to transfer content. Please ensure that **Edit Mode is set to ON**. **Select only the content you need**. The process does not necessarily have to be between a 2019 module and a 2020 module.

### OPTION 1: IN CASE YOU NEED TO COPY EVERYTHING

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

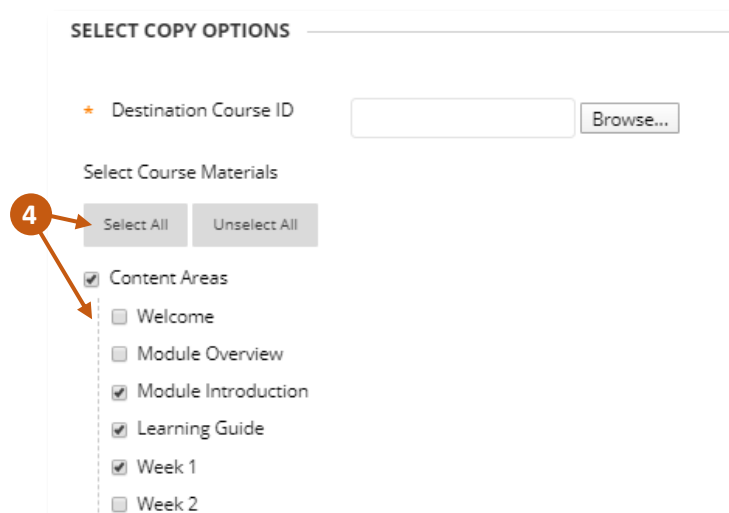
To copy your course content of 2019 to your 2020 module, follow these steps:

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**.



COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUC
<input checked="" type="checkbox"/> 202APM02B2	202APM2B10 - (202APM02B2) APPLIED MATHEMATICS 2B	Nov 18, 2019	mvisaya annac fchirove	VISAYA, M Coetzee, Chirove,

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.



**SELECT COPY OPTIONS**

★ Destination Course ID

Select Course Materials

- Content Areas
- Welcome
- Module Overview
- Module Introduction
- Learning Guide
- Week 1
- Week 2

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

**FILE ATTACHMENTS**

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies **Help** for additional information.

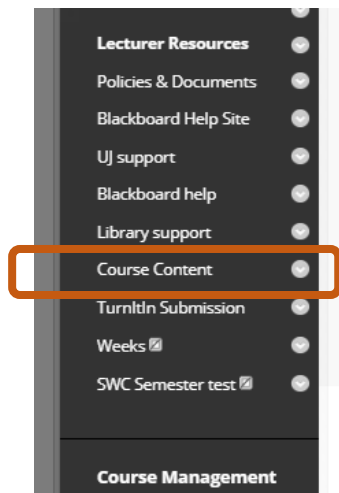
Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

Package Size

Calculate Size Manage Package Contents

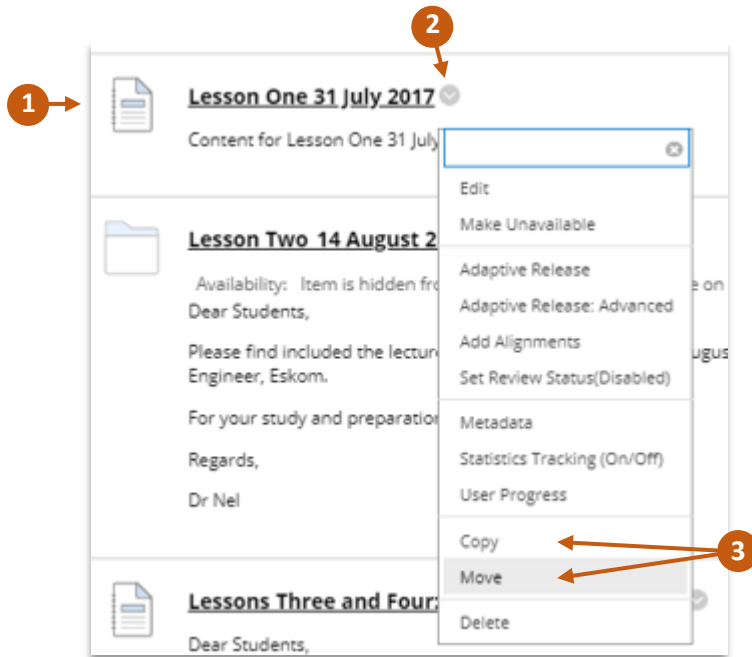
6. Click **Submit** to proceed, then click **Submit** again.
7. Content can be found on the left-hand **Course Menu** → **Lecturer Resources** → **Course Content**.



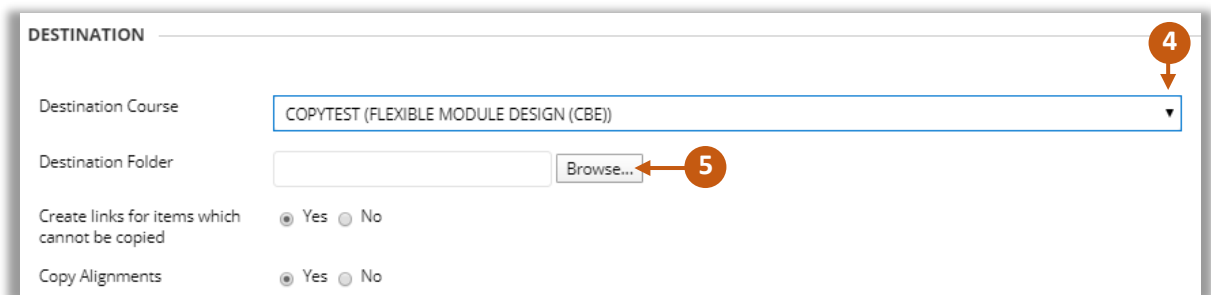
## OPTION 2: MOVE OR COPY ONLY A SINGLE CONTENT ITEM

Move an item or folder to another area inside your module, or between different Blackboard modules.

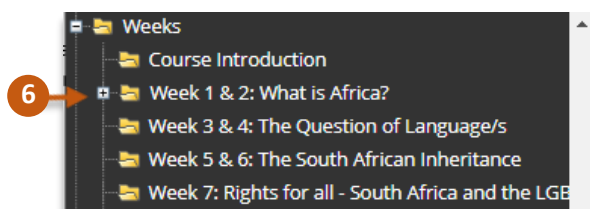
1. Navigate to the content item you would like to copy or move.
2. Click on the **drop-down arrow** to the right.
3. On its drop-down menu, select **MOVE** (or **COPY**).



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.