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## COPY A COURSE

1. Enter the **older** Blackboard course that has content you want to copy.
2. On the left-hand menu panel, expand the **Packages and Utilities** section and click **Course Copy**. [\[View Screenshot\]](#)
3. Select the only option: **Copy Course Materials into an Existing Course**.
4. In the **Destination Course ID** box click the **Browse** button to view a list of your courses. [\[View Screenshot\]](#)
  - In the popup window that appears, select the appropriate course ID from your list of courses and click **Submit**. The course ID will populate in the **Destination Course ID Box**. You may also copy this destination ID and paste it in the box. [\[View Screenshot\]](#)
5. Select the course materials that you want to copy over to the existing course. **Select All** is generally recommended but not necessary. [\[View Screenshot\]](#)
6. In the **File Attachments** section, select **Copy links and copies of the content** [\[View Screenshot\]](#)
7. **DO NOT** select **Include Enrollments** in the Copy.
8. Click **Submit**.

## COPY A TEST OR QUIZ

*Please note: If the **Test** also has an associated **Pool**, the **Pool** will be automatically imported along with the **Test**. Even if the **Pool** is imported first, an additional **Pool** containing the **Test** questions will **also** be imported!*

First, export the test from the current course:

1. Navigate to the course that contains the test.
2. Click **Course Tools** in the left-hand menu panel. [\[View Screenshot\]](#)
3. Ensure the **Edit Mode** is ON, found at the top-right of your course window.
4. Click **Tests, Surveys, and Pools**. [\[View Screenshot\]](#)
5. Click **Tests**.
6. Click the grey caret to the right of the test name. [\[View Screenshot\]](#)
7. Select **Export**
  - If you choose to **Export to Content Collection**, you can select **Browse** and navigate to **Course Content** in the menu panel and select the destination course. (All of your Bb courses should appear here, but it may require some scrolling!) [\[View Screenshot\]](#)
  - If you choose **Export to Local Computer**, you can download the .zip file to your computer. [\[View Screenshot\]](#)

Next, import the test into the course of your choice:

1. Navigate to the Blackboard course where you will add the test.
2. Click **Course Tools** in the left-hand menu panel. [\[View Screenshot\]](#)
3. Ensure the **Edit Mode** is ON, found at the top-right of your course window.
4. Click **Tests, Surveys, and Pools**. [\[View Screenshot\]](#)
5. Click **Tests**.
6. Click **Import Test**. [\[View Screenshot\]](#)
  - If you chose **Export to Content Collection**, select **Browse Content Collection** and look for the recently added **Test** file. [\[View Screenshot\]](#)
  - If you chose **Export to Local Computer**, select **Browse Local Files** and choose the .zip file you previously downloaded.
7. Click **Submit**.
8. Click **OK**.

### COPY OR MOVE ITEMS & FOLDERS

*Note: You may copy over assignments by navigating to **Packages and Utilities** → **Course Copy** and selecting only the folder(s) containing the relevant assignment.*

1. Ensure the **Edit Mode** is ON, found at the top-right of your course window.
2. Click the grey caret to the right side of item/folder name. [\[View Screenshot\]](#)
3. Select **Copy or Move**. (You may also create a copy of the item, and then move the copy.) [\[View Screenshot\]](#)
4. Use the **Destination Course** drop down menu to select the course where the item will go. [\[View Screenshot\]](#)
5. Click the **Destination Folder Browse** button.
6. Select the area in the course you would like to place the item or folder in. You may need to click the Plus Sign (+ button) to find a folder within a folder. [\[View Screenshot\]](#)
7. Select **No** for the option **Create links for items which cannot be copied**.
8. Click **Submit**.