In preparation for an upcoming semester or future course offering, faculty can copy the materials from an existing Blackboard course into a Blackboard course shell.

1. Email the CETL (bbsupport@francis.edu) to request a blank course shell be created.

2. From the Control Panel of the existing Blackboard course, click the Packages and Utilities option and then select Course Copy.

3. From the Select Copy Type menu, choose Copy Course Materials into an Existing Course.

   Note: Selecting Copy Course Materials into a New Course option will result an error.

4. At the Select Copy Options menu, click the Browse button to display a list of courses in which you are listed as the instructor. Choose the destination course shell which was provided by CETL personnel and then click the Submit button.

5. From the Select Course Material menu, select the items to be copied into the course shell, then click the Submit button at the bottom of the screen to begin the copy process.

   NOTE: If the copy process is sent without errors, you will receive a success message on the Packages and Utilities screen indicating that the copy process has been queued.

6. You will be informed via e-mail when the course copy process is completed. Depending upon the size of your course, this could take a while. **Do not attempt another copy before receive the e-mail confirmation.**

7. Upon receiving e-mail notification that the course copy process is completed, log into Blackboard and verify that your content copied to the course shell correctly.