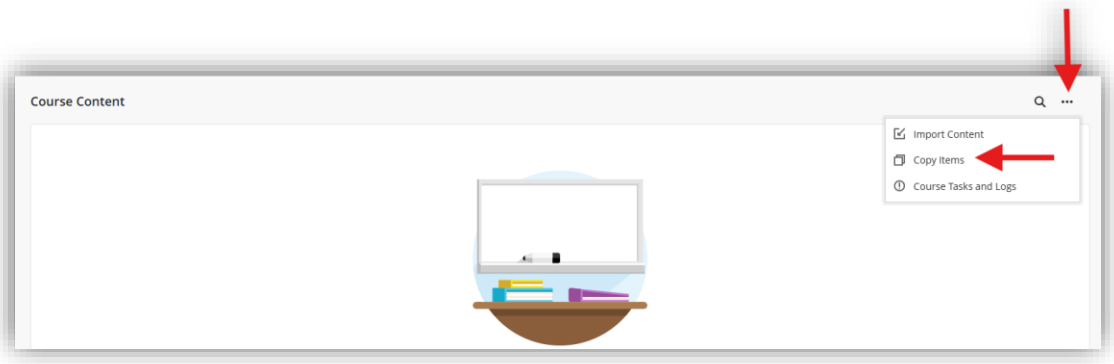
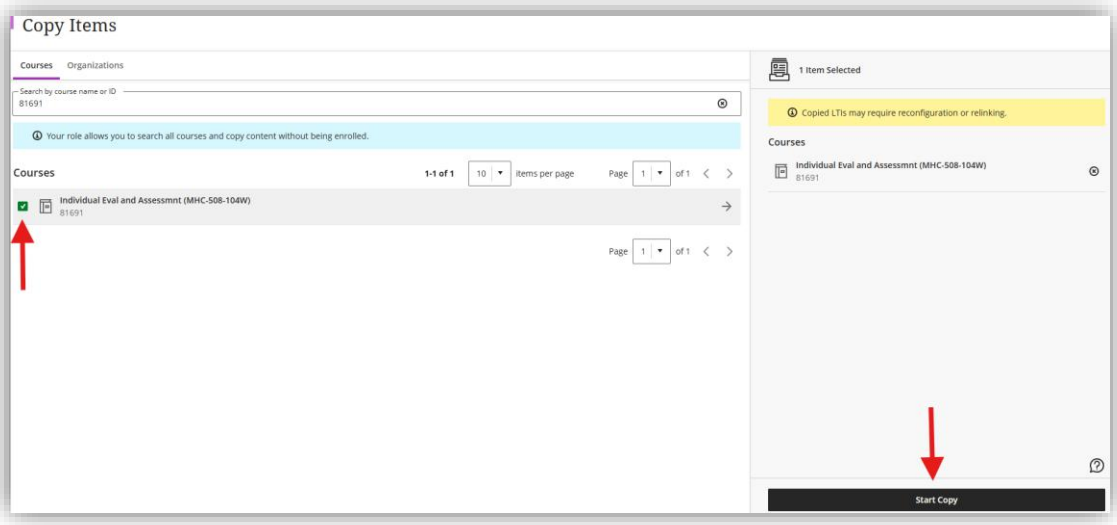
Copying Course Content from Another Blackboard Ultra Course

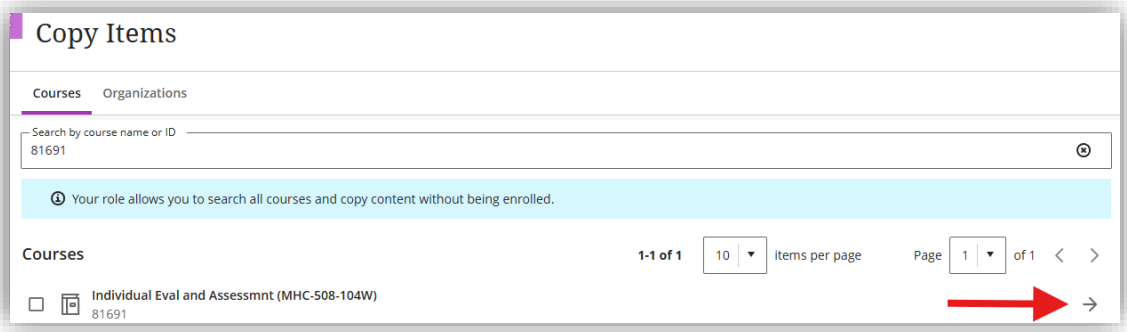
The **Copy Items** panel will open a listing of all available courses to copy from. Choose your course. You may have multiple pages of courses depending on how many courses you have taught.



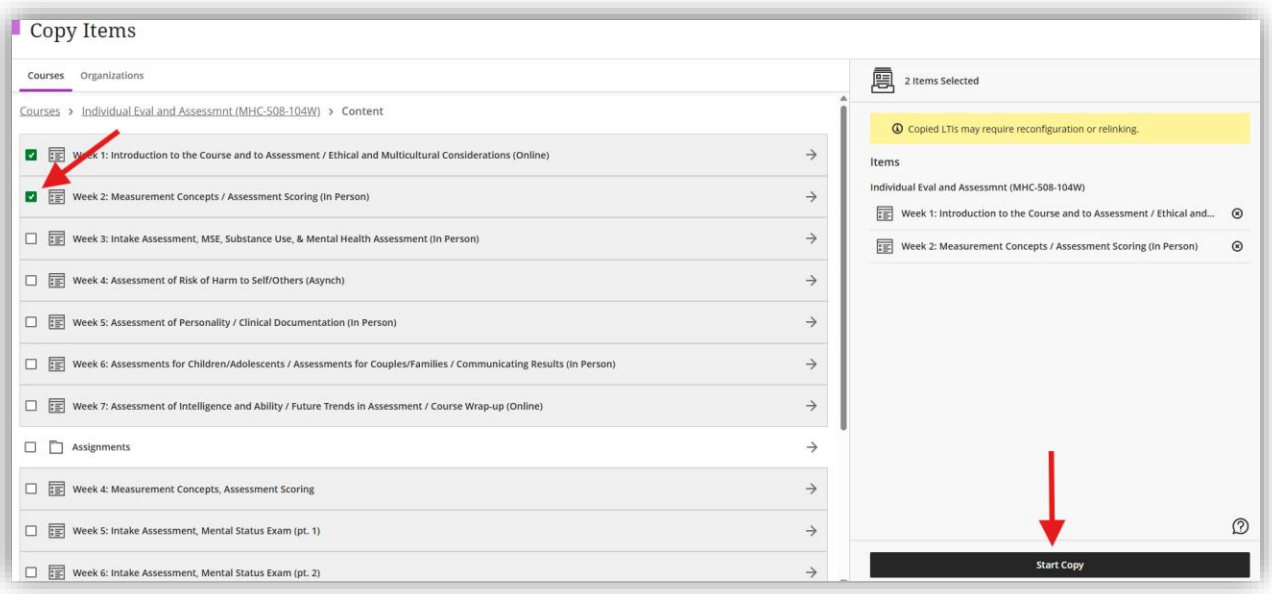
To **copy all of the content** from a course, select the **checkmark** by the course name and click on **Start Copy**.



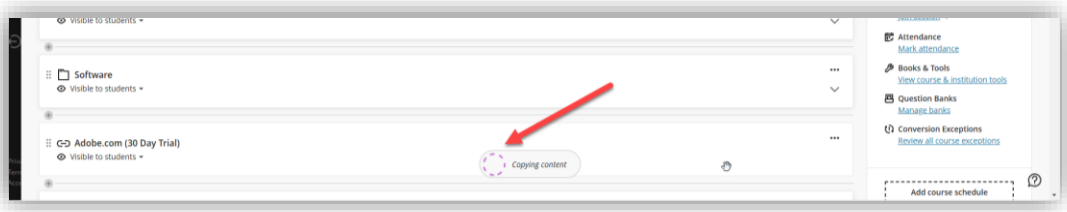
To **copy only some of the content** from a course, click on the **arrow** to open the course in more detail.



Once the course is selected, you will see all folders/items in your course. In this example, selecting the Content folder opened the weekly folder's structure.
The next step is to select the folder you need to transfer into the current Ultra course. You may select one folder at a time by ticking the box located to the left of the folder icon and then choosing **Start Copy**.



Once the copy process begins, you will see the **Copying content** icon appear at the bottom of the screen. The copied content will now appear below the **Learning Module** or at the very bottom of the course content panel depending on where you initiated the copy.



To place course content in the proper order, you can grab the three vertical ellipses to the left of the content icon and drag the component to the needed location. The folder or learning module will expand once placed on top. You can release the mouse, and the item will snap in place.

It is important to not copy all content folders over at once so transfer errors do not occur and unused content ends up taking up unneeded space in the course.
The purpose of taking your time and only copying the needed content is to build a clean course shell that will be used for future course copies.