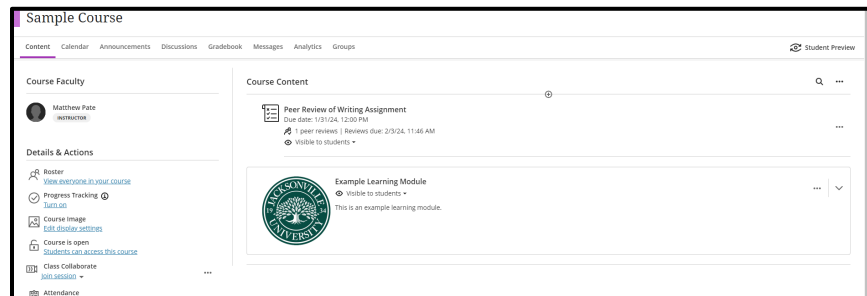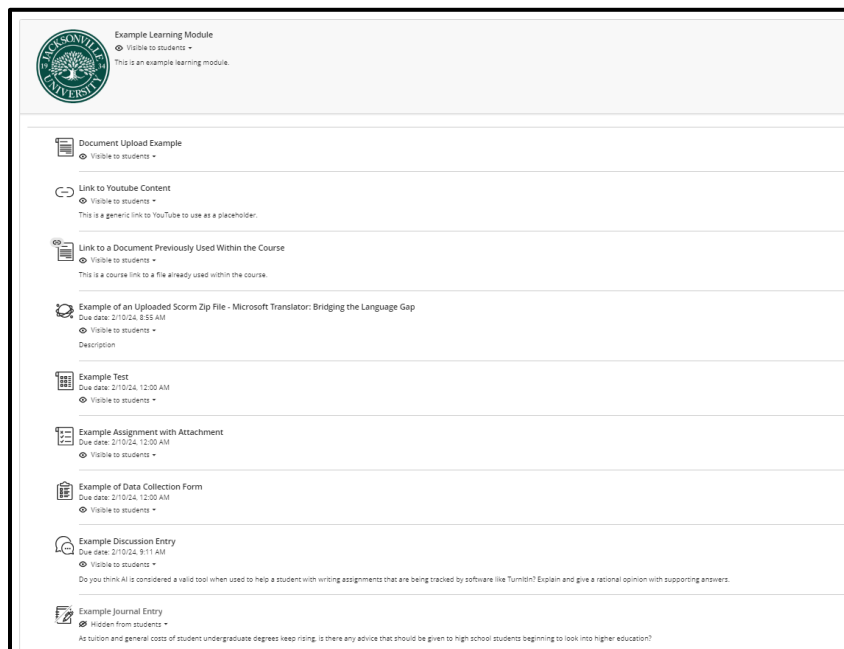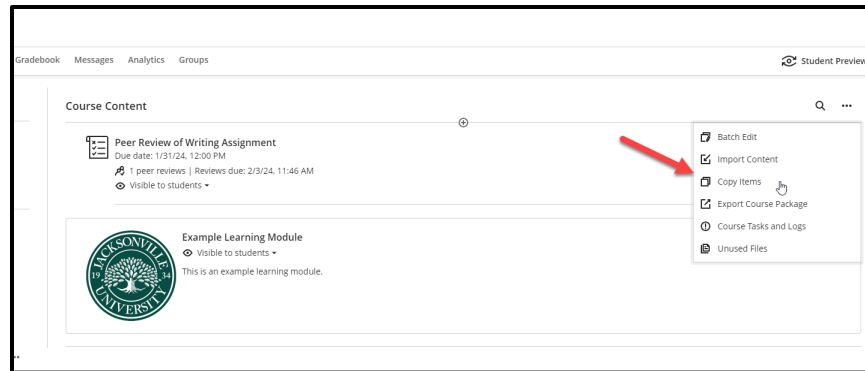## Copying Course Content within an Ultra Course

In Blackboard Ultra, learning modules and individual content components can be copied from within the same course or from other courses assigned to the instructor. This saves time on having to recreate components. This process allows the course to be templated quickly since any extraneous components can be removed with ease.
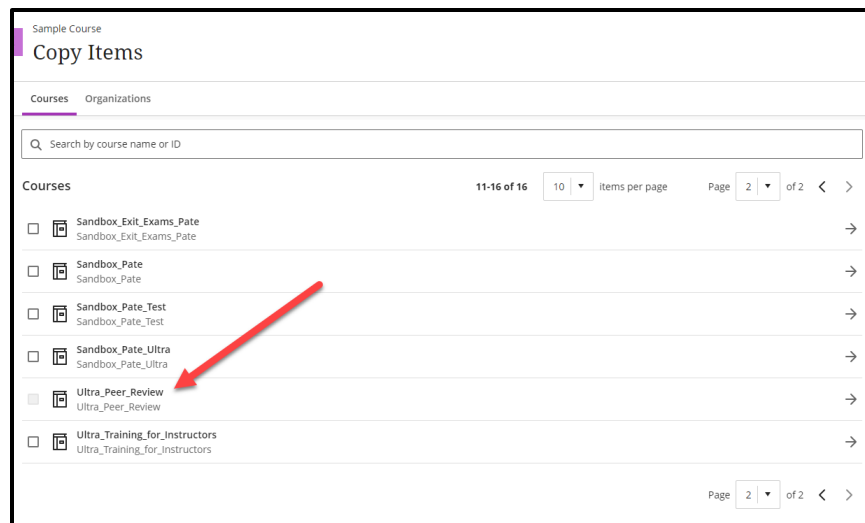

The first step in the copying procedure is to identify the learning module or component that needs to be copied from within the present course. Copying from other previously assigned courses are reviewed in another guide.
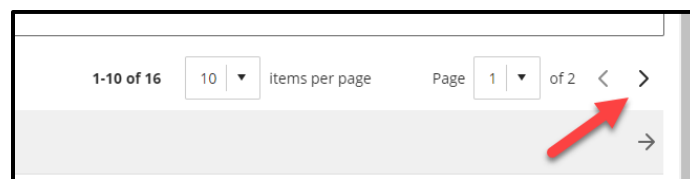

When the learning module is opened you will see the contents available for copying. In this example one of each component is available and will be copied in its entirety.

Now that you have identified the learning module needing to be copied, you will proceed to the **Copy Items** command located by clicking on the three-ellipsis located under **Student Preview**. Here a submenu will appear once selected.

Next, you will notice under the **Copy Items** title the ability to choose a **Course or Organization** to copy from. For this example, we will be copying from the same course to allow a template to be created. Be aware that you may have multiple pages of courses to choose from and you may need to move using the arrows to find the correct course needed for the copy. It does not matter if you are copying from a Bb Learn course into Ultra. Ultra will convert the content to a format that can be used in Bb Ultra.
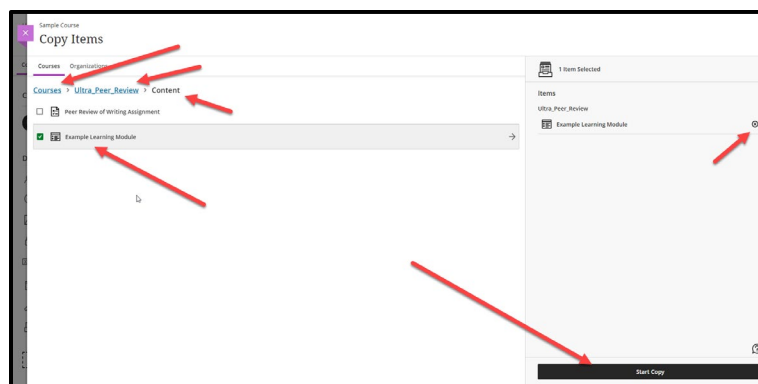
Copying the Entire Course Content Folder

Once the course is selected, you will notice the hierarchy of components within the course structure. In this case the **Content** folder is chosen and once the title is selected, it opens to see the content components available.
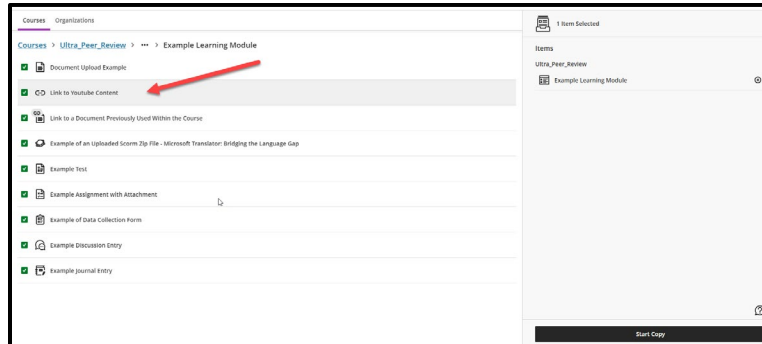

Take note that once you select the course, content, and learning module, the breadcrumb path adjusts to show your depth in the course.
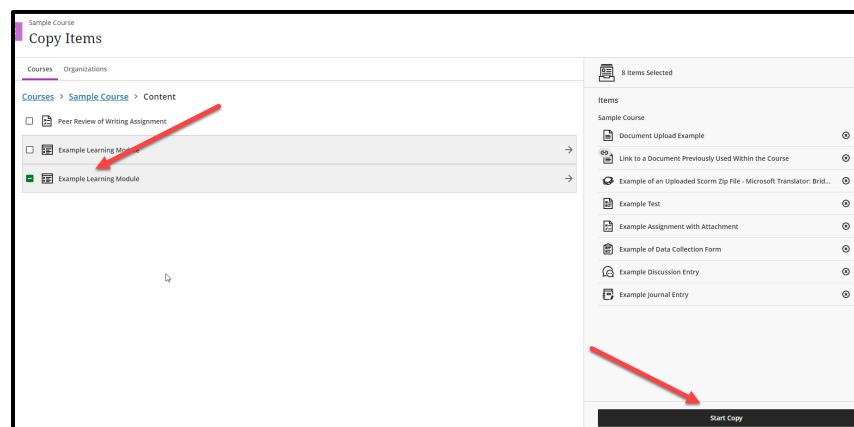
Since the **Example Learning Module** is to be completely copied, the check off box to the left will be ticked and the **Start Copy** button can be selected to initiate the copy.

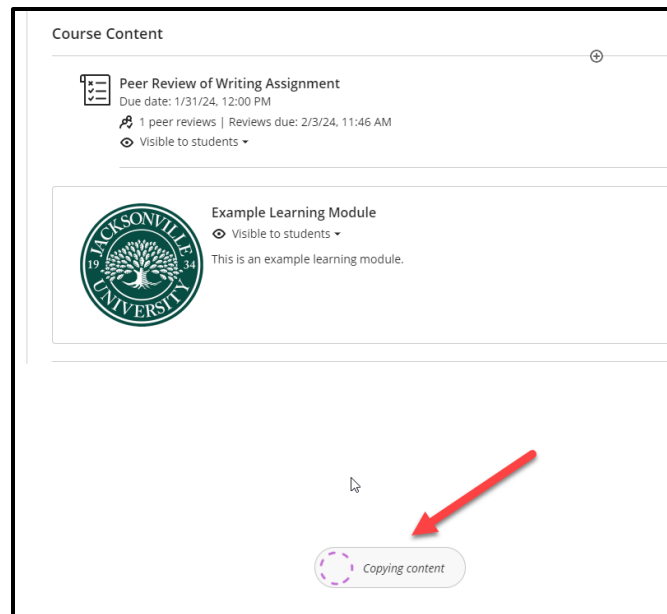**Copying Selected Components from the Content Folder**

If specific **Learning Module** content is needed and not the entire folder of content, you can select the learning module to view the components. Here you can deselect what may not be of use**.** The remaining components will still be copied within the **Learning Module**.
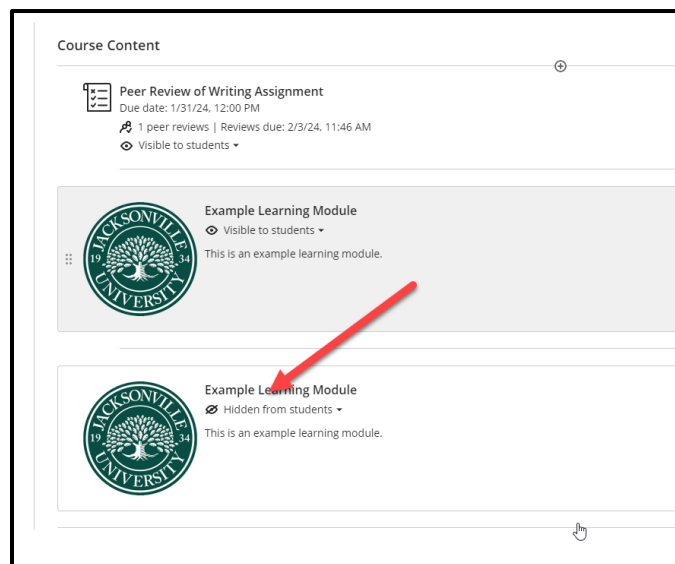

If you step back to view the **Learning Modules** available, you will notice the check mark is now a dash and the copied content appears on the right side. You will select **Start Copy** to begin the process.

As a reminder, you can select items from different courses to be used in the current course build. It is always best practice to choose one component at a time to copy so unneeded items to not get duplicated.
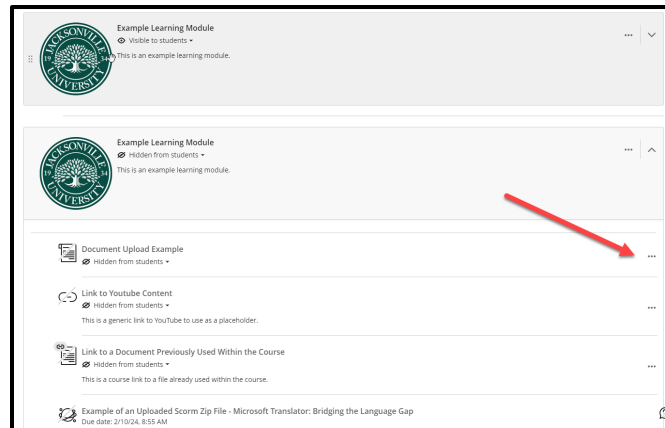
* If you copy single items, these will be placed at the bottom of the course content menu.
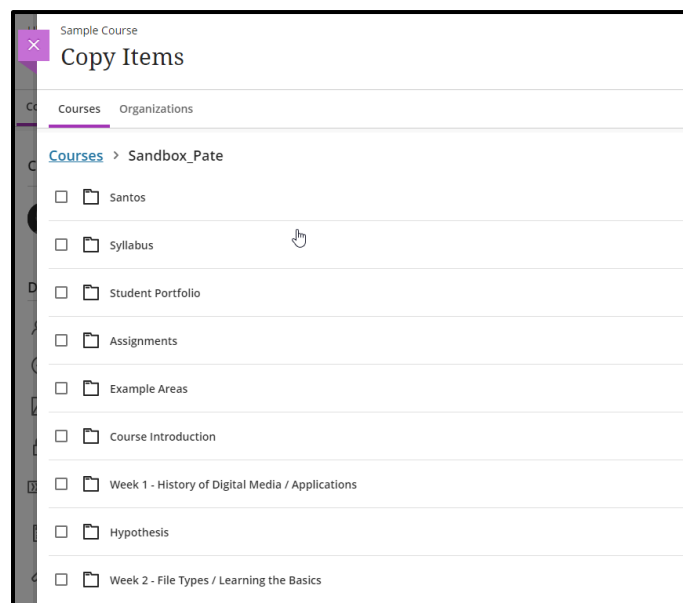
Once the copying begins, the **Copying Content** animation begins at the bottom of the **Course Content** area.

At the completion of the copy, an exact duplicate of the chosen learning module has been created. You will now be able to remove any unneeded components and modify the settings and content of the copied component. This will speed up the templating process when building a course.

You can now remove the unneeded component by expanding the learning module, choosing the ellipsis to the right of the module, and deleting the unneeded content.

Here is a sample of a Bb Learn course when trying to copy into an Bb Ultra course. The components replicate the hierarchy of the course menu. Each component is selectable.