



Copying a Course Into a New Course Shell Blackboard 9.1

From within the course to copy:

1. Select Packages and Utilities
2. Export/Archive Course
3. Archive
4. Select Copy Options
5. Submit.
6. Wait 5-15 minutes.
7. Return to the Export/Archive Course page and you will see a link.zip file.
6. Right Click the link.
7. Select Save Target as and save the zip file to your computer.

Importing to New Course

From within the new course

1. Select Packages and Utilities
2. Import Package /View Logs
3. Select Import Package button
4. Under number 2 browse to and select the zip file you saved from your "copy from" course
5. Select the Course Materials you want copied under number 3