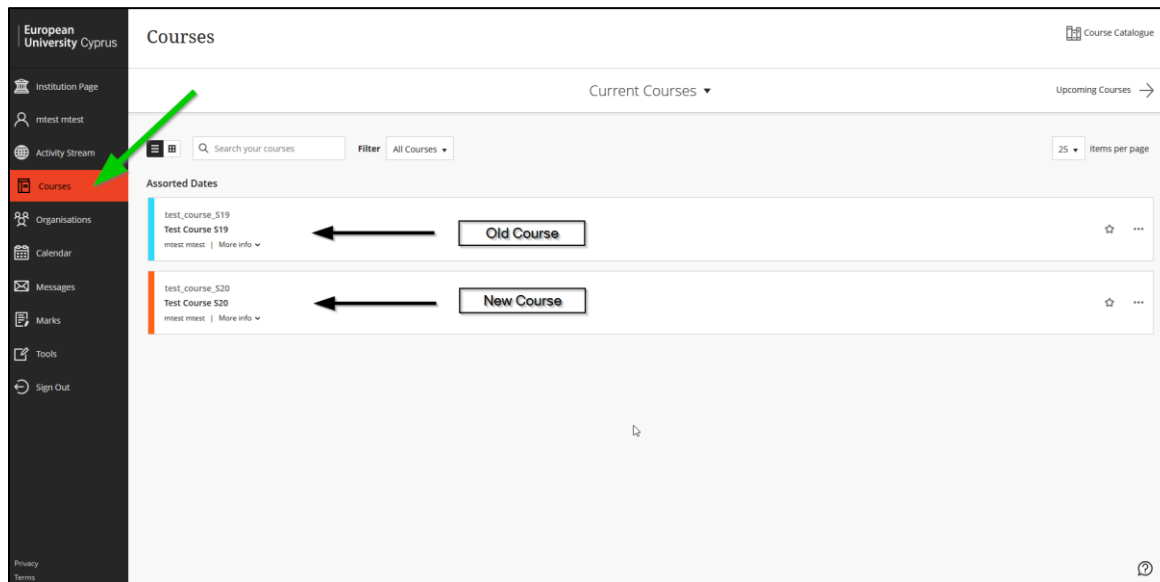


Scenario

We want to transfer content from an old course we taught, to a new one.

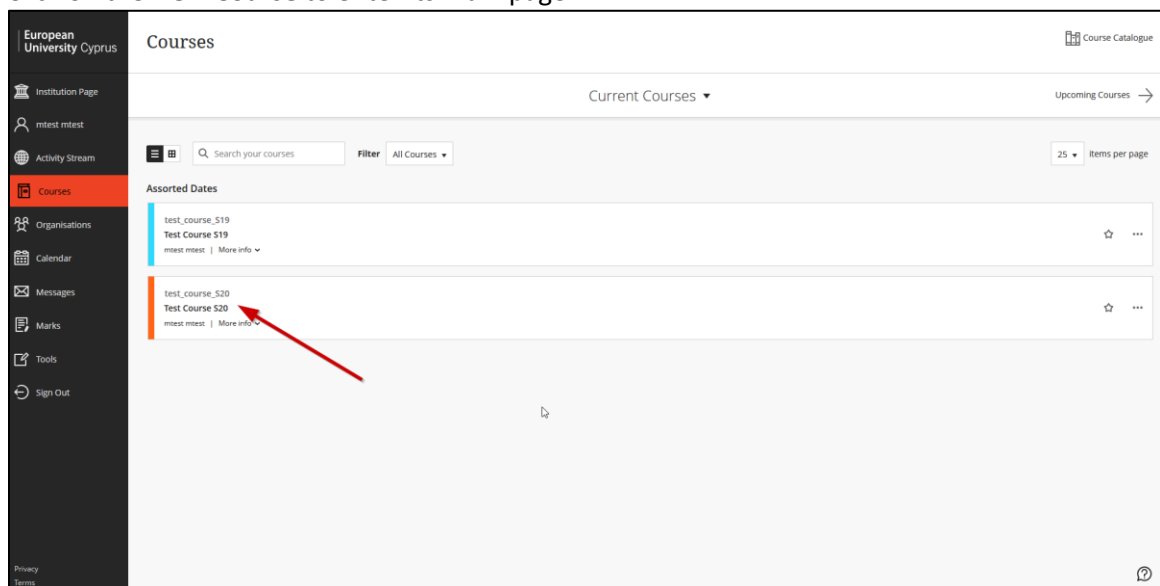
- **Old Course:** test_course_S19
- **New Course:** test_course_S20

Go to blackboard and click on the “Courses” link



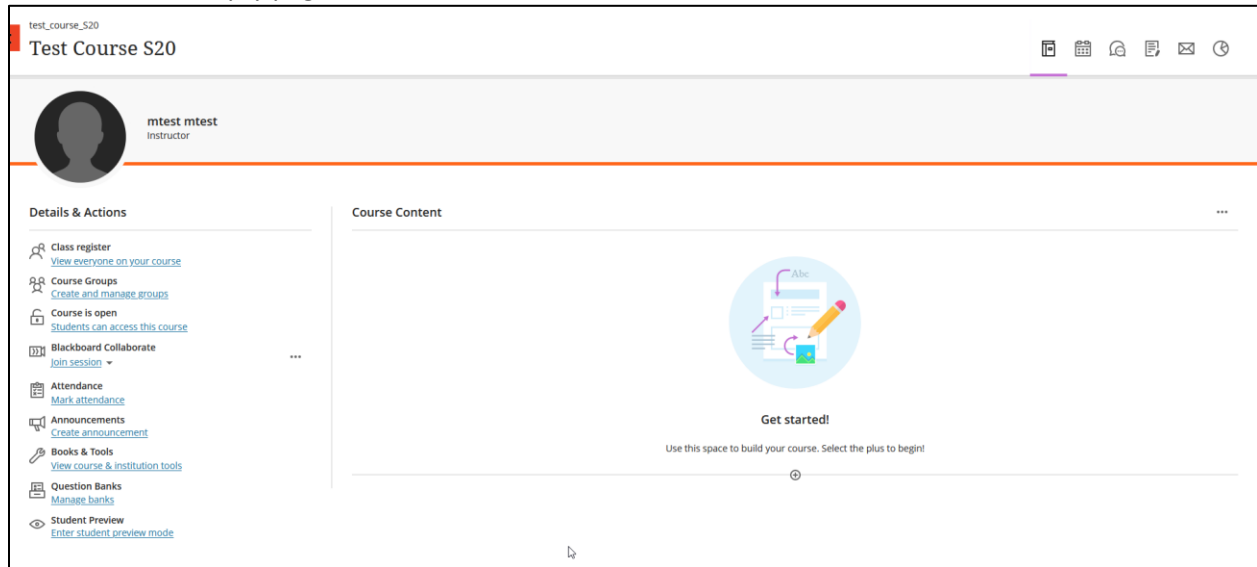
The screenshot shows the Blackboard Learn interface. On the left is a navigation sidebar with the 'Courses' link highlighted in red. A green arrow points to this link. The main content area is titled 'Courses' and shows a list of 'Assorted Dates' under the 'Current Courses' filter. Two course entries are visible: 'test_course_S19' (labeled 'Old Course') and 'test_course_S20' (labeled 'New Course'). Black arrows point from the labels to the respective course entries. The interface includes a search bar, a filter dropdown, and a '25 items per page' indicator.

Click on the **New Course** to enter its main page

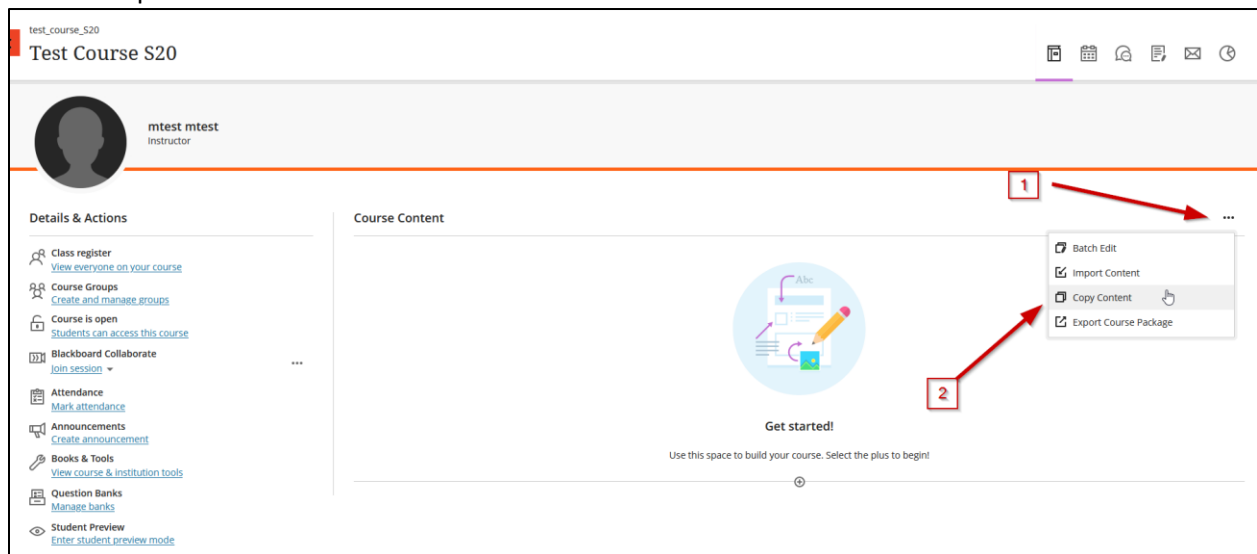


This screenshot is identical to the previous one, but with a red arrow pointing to the 'test_course_S20' entry in the 'Assorted Dates' list, indicating the next step in the process.

You will see an empty page



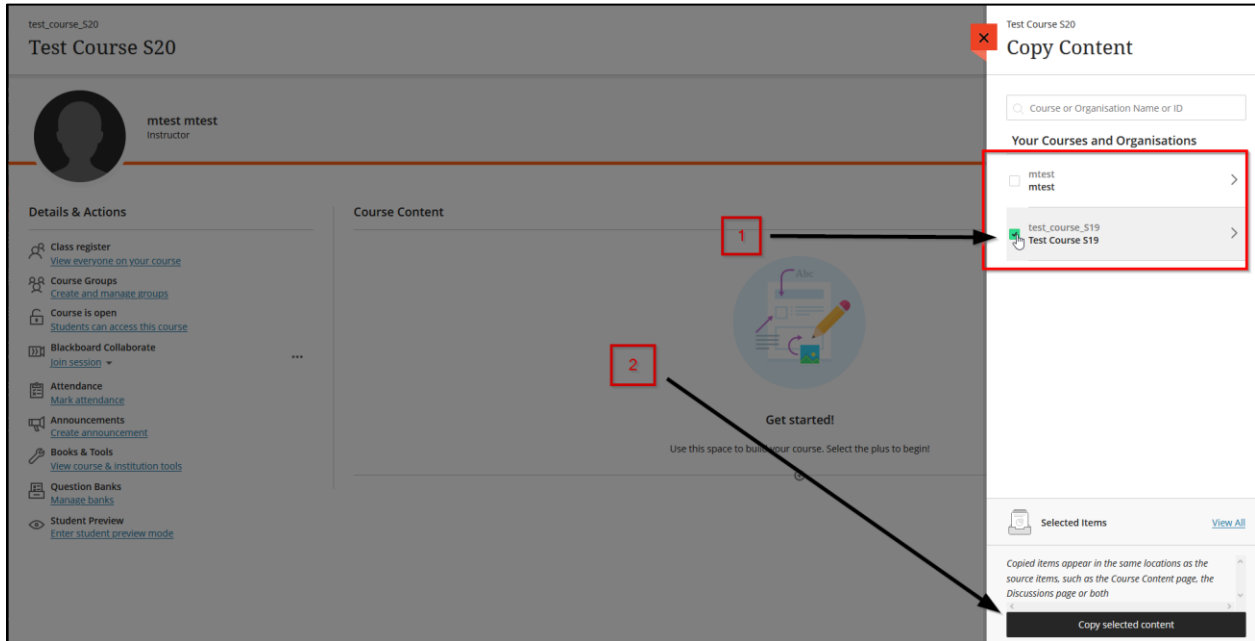
Click on the three dots within the course's page, as seen in the picture down below, and then on the "Copy Content" option.



Copy all content

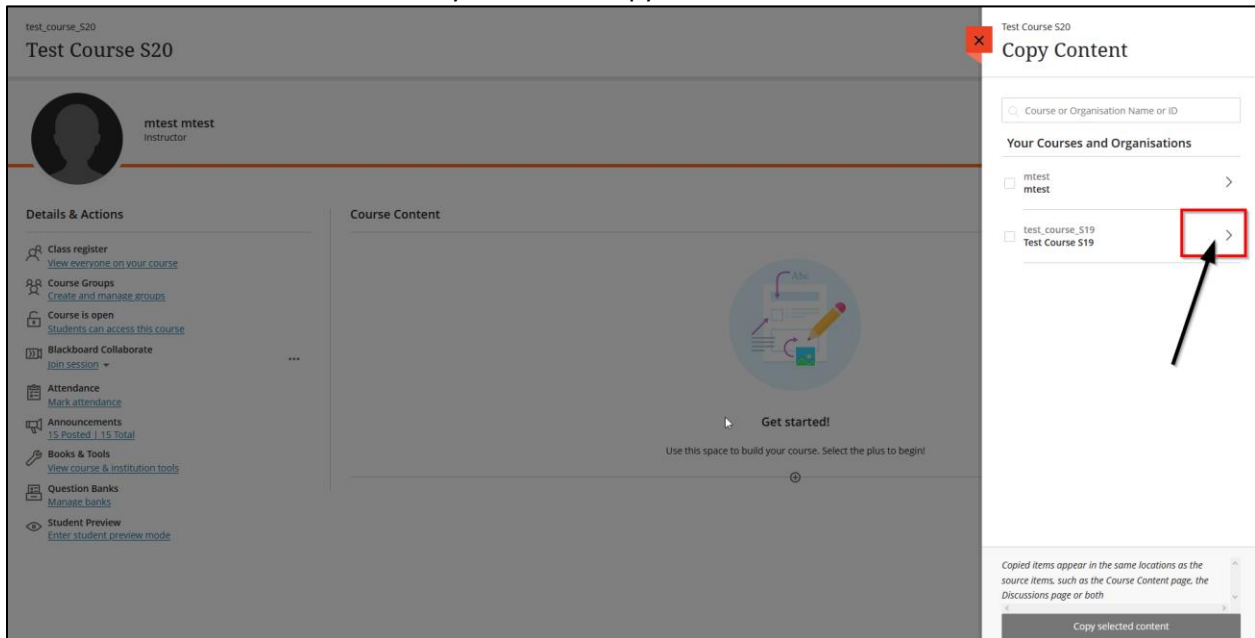
On the pop-up window on the right hand-side of the screen, you will see a list of the courses you are enrolled in as an instructor.

Select the course (old course) you want to import content from (1) and then click on the “Copy selected content” button (2). After a few minutes, the content is copied.



Copy Selected Content

Click on the arrow next to the course you want to copy contents from



Select the content you want to copy and then click on "Copy selected content"

The screenshot displays the Blackboard course management interface for 'Test Course S20'. On the right side, a 'Copy Content' dialog box is open. At the top of the dialog, there is a search field labeled 'Course or Organisation Name or ID'. Below this, a tree view shows the course structure. Under 'Test Course S19', the 'Course Content' folder is selected, indicated by a green checkmark and a red rectangular highlight. The 'Discussions' folder is also visible but not selected. At the bottom of the dialog, there is a section titled 'Selected Items' with a 'View All' link. Below this, a note states: 'Copied items appear in the same locations as the source items, such as the Course Content page, the Discussions page or both'. A red arrow points to a dark button labeled 'Copy selected content' at the bottom right of the dialog.