

How to Copy Courses and Content Collection Items

When you copy a course, it will keep links to the previous course's Content Collection folder and will have the same access as the original course. Follow the steps below to copy.

A good practice is to add your files and organize them into folders in the Content Collection, and then add them to your course.

Related articles:

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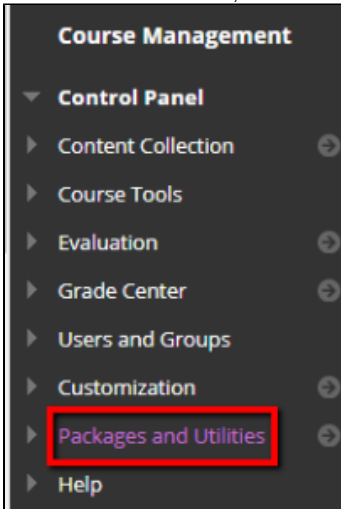
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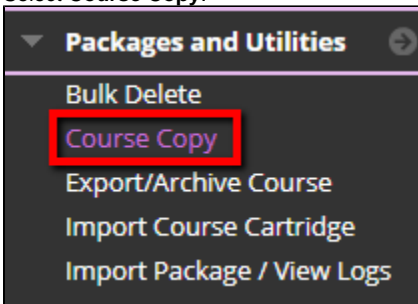
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Step-by-step guide

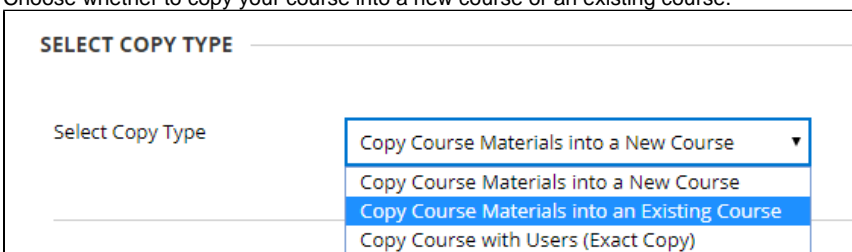
1. Open your course.
2. From the **Control Panel**, select **Packages & Utilities**.



3. Select **Course Copy**.



4. Choose whether to copy your course into a new course or an existing course.



5. Type the **Destination Course ID** or **Browse** the list of your courses, and then select which content items you would like to copy.

6. Under **File Attachments**, select **Copy links and copies of the content**.

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click [More Help](#) for additional information.

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

7. Click **Submit**.

Because links to Content Collection items are copied and not physical files, all users must have permission within the Content Collection to view these files. If a user without the appropriate permission to an item selects a link to the item in the course, an Access Denied message appears.

Instructors must add permission for these users to the item in the Content Collection. Do this by selecting the drop-down arrow next to the folder name in the Content Collection, then click **Permissions** and give access to those users who need it.

For questions or comments, contact the Computer Services Help Desk
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