**Request System: Copy Course**  
(Audience: Instructors and Students)

Content and settings developed for a previous semester's course site (source course) can be copied into a new site (destination course) with this tool. Requesting a copy will result in all course materials being duplicated in the new site (except for enrollment and student data).

1) Log into Blackboard.

2) Click on the **Request System** tab.

3) Click **Copy Course**.

4) Select the **Source course site** by either:

   - Entering the Course ID in the **Partial Course ID** textbox and clicking `<Search>`.
   - OR
- Clicking **Search Courses** to view all of the courses in which you are enrolled as instructor.

5) Click `<Select>` next to the course you wish to copy.

![Select option](image)

**NOTE:** Tegrity recordings will not be copied automatically.

**UMKC Blackboard Course ID's**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMKC-SANDBOX</td>
<td>Biology: The Study of Life</td>
</tr>
<tr>
<td>UMKC-SANDBOX</td>
<td>Biology: The Study of Life</td>
</tr>
</tbody>
</table>

**Previous Semester Blackboard Courses List:**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

6) Click **Choose Destination Course**.
Copy Request

Content and settings developed for a previous semester’s course site (source course) can be copied into a new site duplicated in the new site (except for enrollment and student data).

The “Source Course” will be the Course ID of a previous course containing the content you wish to copy. The “Destination Course ID” can be appropriate text and click the Search button.

Source Course ID: UMKC-SANDBOX:********

Choose Destination Course >>

7) Select the Destination course site by either:

- Entering the Course ID in the Partial Course ID textbox and clicking <Search>.

OR

Clicking Search Courses to view all of the courses in which you are enrolled as instructor.

8) Click <Select> next to the course you wish to copy.

9) Verify that the Source Course ID and Destination Course ID are correct. Select Yes next to I agree I am the instructor of record for this class. Enter any Comments if necessary. Click <Submit>.
10) This confirmation message will appear: “Your request has been submitted for processing. Requests are processed within 3 working days. You will receive an email notification upon completion.”