YOU NEED TO BE IN THE COURSE YOU WANT TO COPY TO BEGIN THIS PROCESS. THIS IS THE REVERSE OF THE BLACKBOARD VISTA PROCESS.

To begin:
- Access the course you want to copy.
- In the Control Panel under Packages and Utilities, click Course Copy.

The Course Copy screen appears. Please, adjust the following options:

1. **Select Copy Type**
   The only option available will be **Copy Course Materials into an Existing Course**

2. **Select Copy Options**
   a. In the **Destination Course ID** field, click browse to find the Course ID for the existing blank course shell you are copying in to. Only courses in which you have the role of instructor, or Teaching Assistant (TA) will be visible.
   b. Next, select the course materials that you want to copy over to the existing course.
   A course copy operation cannot be completed if you do not select at least one option under Course Materials.
3. **File Attachments**

   Leave the default option selected *Copy links and copies of the content (Include all Course Files)*.

4. **Enrollments**

   **DO NOT** select *Include Enrollments in the Copy*. All enrollments will come from Banner.

5. **Click Submit**.

   A green banner will appear at the top of your screen indicating success.

   **NOTE:** The Course Copy function is a process that needs to complete before you will see a successful copy. Please **WAIT** for the system email confirmation indicating that the copy process has completed.