1. Go to the Blackboard course you want to copy from.

2. Click the Packages and Utilities link in your Control Panel, and then click Course Copy.

3. Click Browse and select the course you want to copy to.

4. Click into the checkbox of the course you want to copy into and click Submit.
5. Click Select All, and then uncheck Adaptive Release Rules for Content and Announcements. Under Discussion Board, select Include only the forums, with no starter posts.

6. Scroll to the bottom and leave Copy links and copies of the content selected. Click Submit.