How to Copy a Course in Blackboard Ultra

1. Go to the course that you want to copy *to* and click on the More Options (…) button
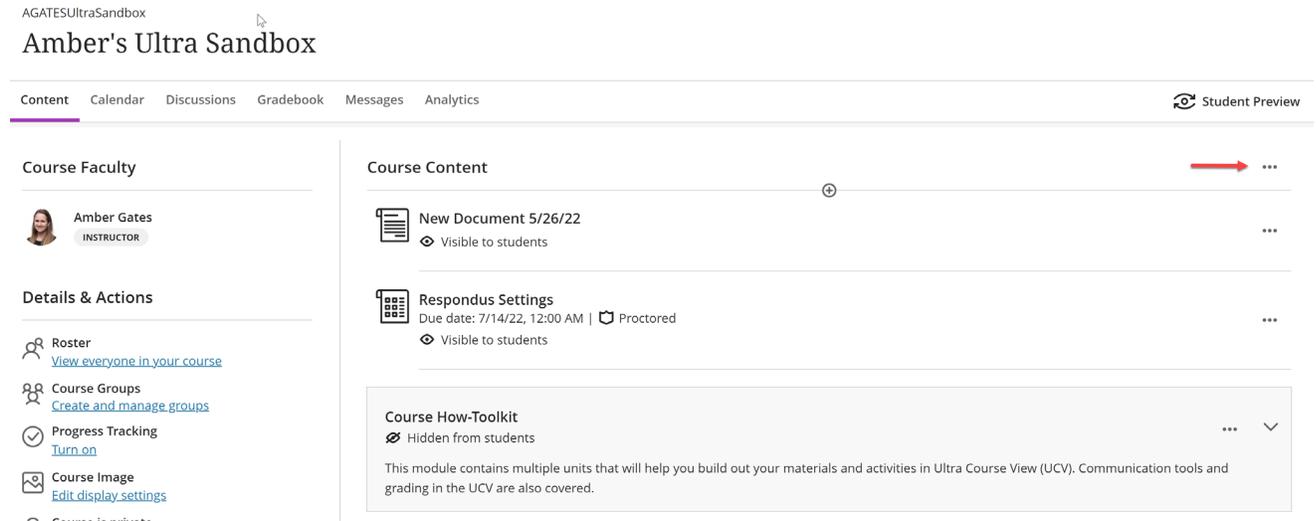
2. Select Copy Content
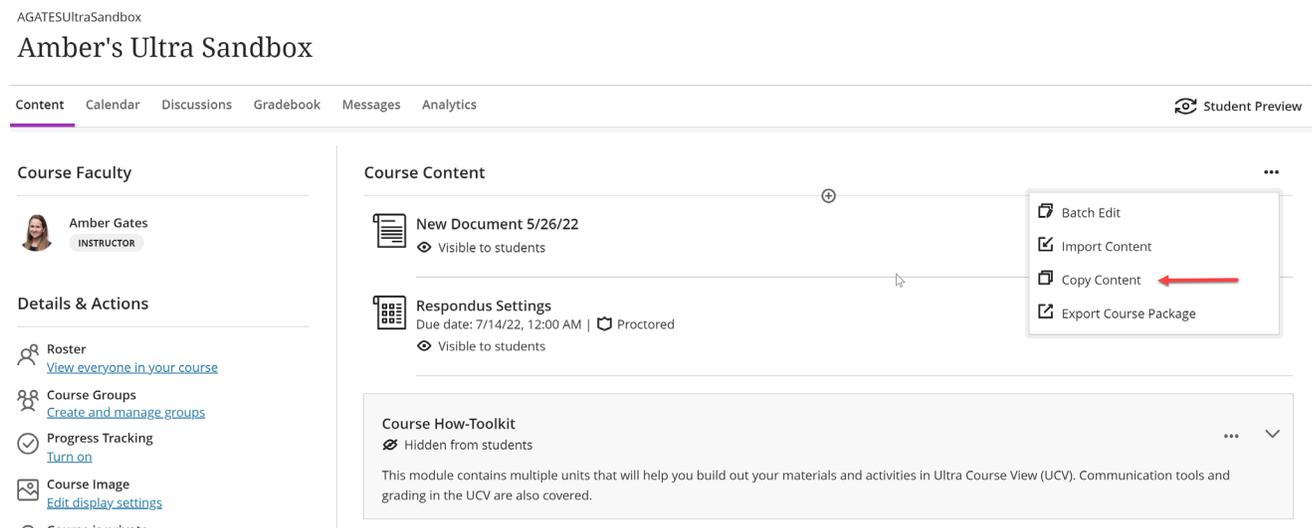
3. If you would like to copy an entire course over, then select the check box next to the appropriate course and click Copy Selected Content
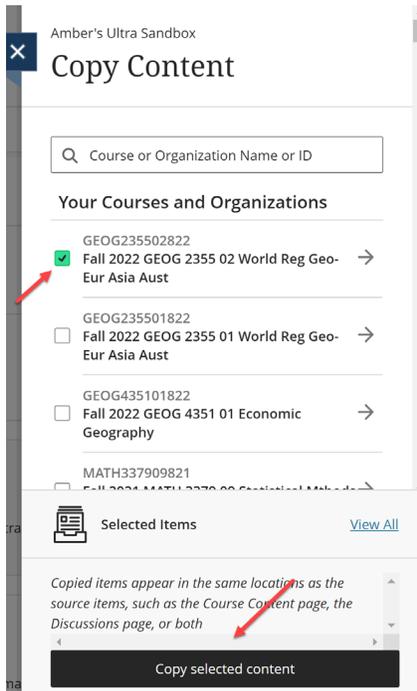
4. If you would like to copy specific content over from a course (or multiple courses), then click on the arrow next to the course(s) to select certain course material and click Copy Selected Content