

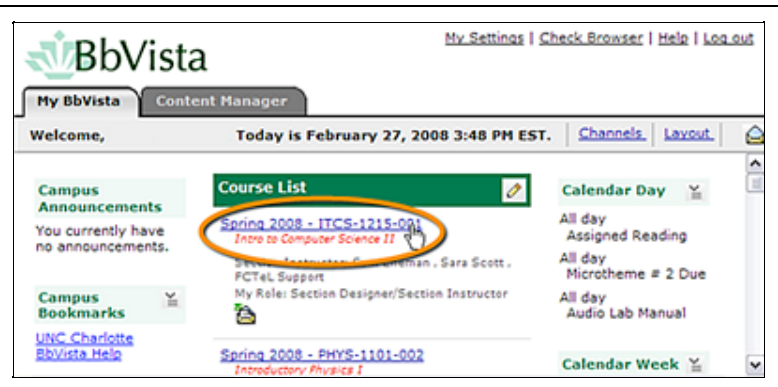
Blackboard Vista: Copying Content from Another Course

If you have already taught a Blackboard Vista course or started developing a course before the beginning of a semester, you can copy the course content to your new Activated course. The “Copy content from another course” option is only available the very first time you access your new Blackboard Vista course.

Step 1: Select Your New Activated Course

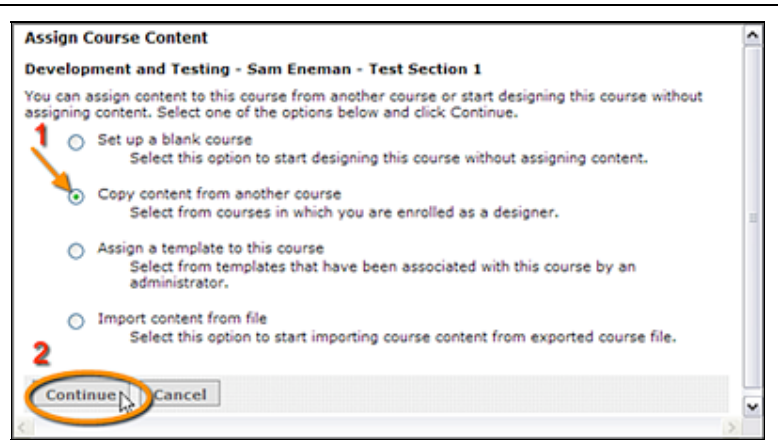
After logging in to Blackboard Vista, click the **title of the new course** you would like to access. The Assign Course Content screen is displayed.

NOTE: This screen will only display the first time you access your course.



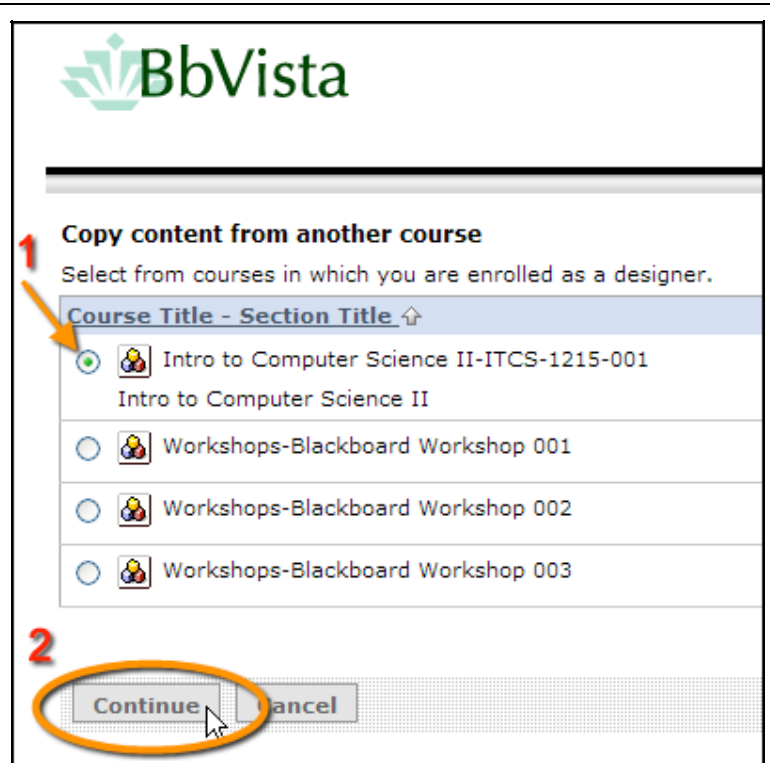
Step 2: Specify Content Type

1. On the Assign Course Content screen, select **Copy content from another course**.
2. Click **Continue**. The Copy content from another course screen is displayed.



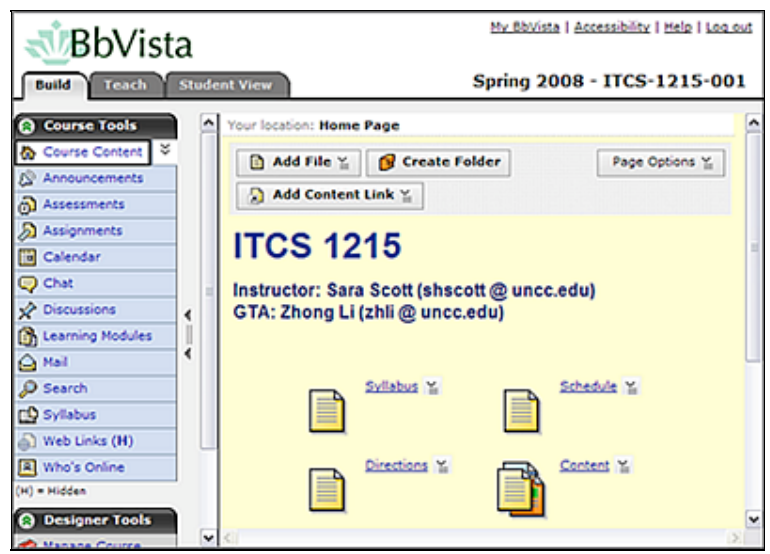
Step 3: Select Blackboard Vista Course

1. From the list, select the course you want to copy into your Activated course.
2. Click **Continue**. An animated progress bar is displayed. You do not need to click the Close button; the window will close on its own (not illustrated).



Step 4: New Course Opens

The new course opens and is populated with the content from the Blackboard Vista course you selected.



Your screens may look different depending upon your configuration.

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