The default name of a course on Blackboard does not specify the Course Section. The course should be renamed before attempting to copy items from one course to another to avoid confusion. Renaming the course will make it easier to copy items to specific courses.
Go to your course on Blackboard and scroll to the bottom of the course menu and click on **Customization**.

Click on **Properties**.

**Properties**

Properties control the functional settings of the course, including name, availability, classification, duration, categorization, language, files, and structure. [More Help]

### NAME AND DESCRIPTION

<table>
<thead>
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<th>* Indicates a required field.</th>
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#### Course Name

**COMPUTER CONCEPTS/APPLIC**

Course ID

14/F-A-CIS-161-OL3

Description

- 68177

Term

Fall, 2014 (15 Week) Semester

**Change** the Course Name to the **Course ID**.
Course Name now matches up with the Course ID

Click Submit

The next time you login to Blackboard you will see the updated course name
Go to the content you want to copy and click on the Option Arrow

Click Copy
Click here to choose the Destination Course

Choose the Course you want to copy items to. For this example I will copy the Course Syllabus to my CIS 101 OL3 course.
Choose the **Content Area** where the item will be copied to. For this example I will copy it to my **Start Here** content area for my CIS 101 OL3 course.
Choose the 2nd option, **Include links and make copies of attached and embedded files**

The content has now been copied to the **Destination Course**. Navigate to the Destination Course to see the copied content.