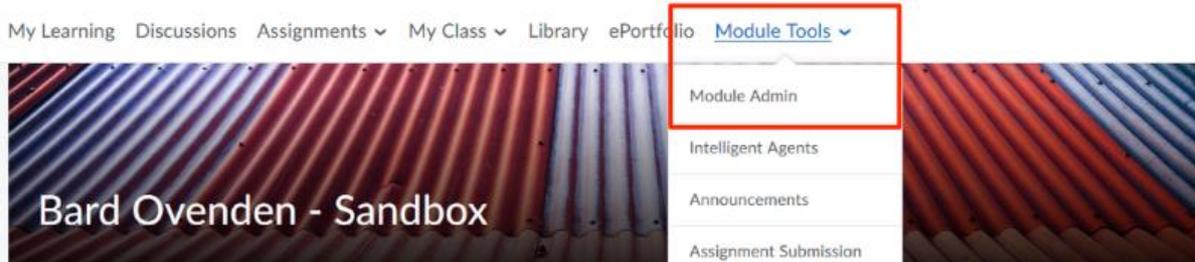
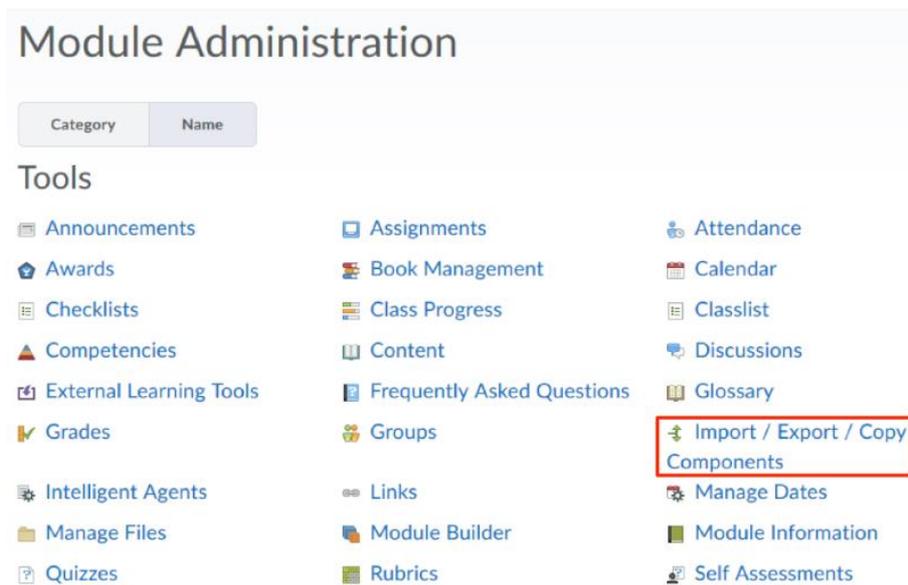


## Copy Content from Blackboard to Brightspace

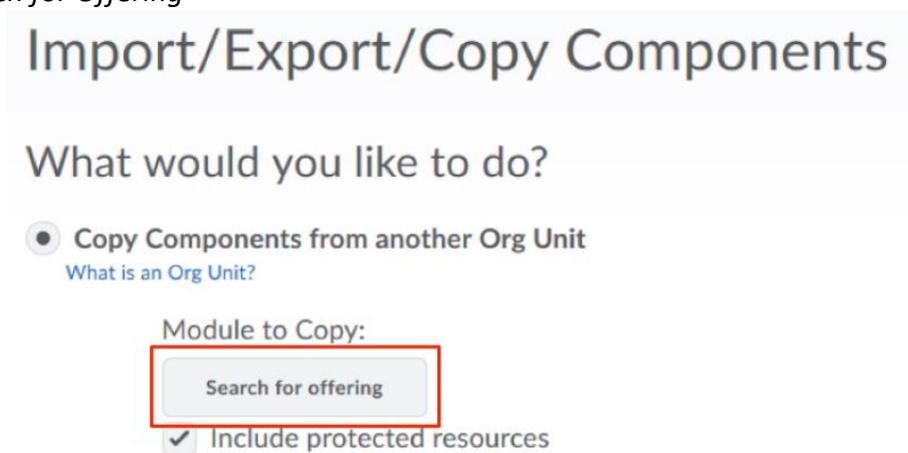
**Step 1** - From the main navigation links click *Module Tools* and select *Module Admin* from the drop-down options



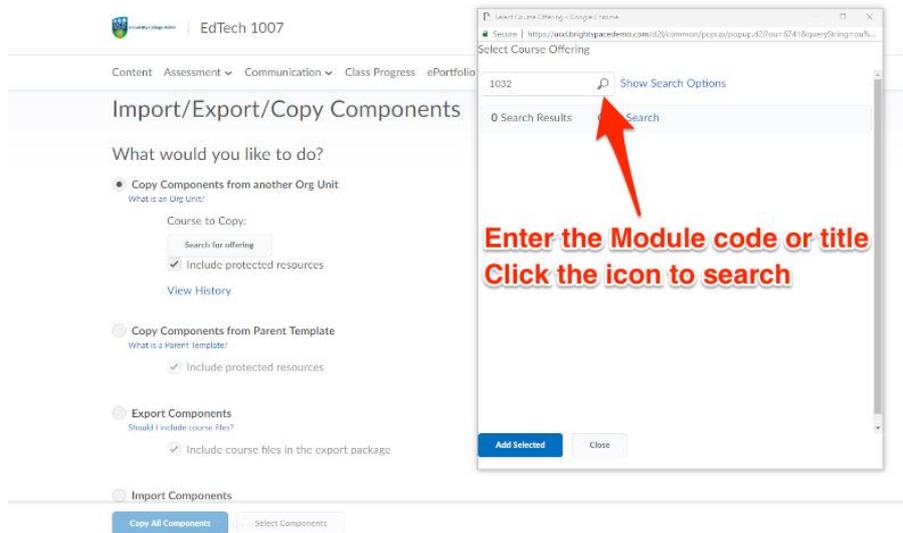
**Step 2** - Select *Import / Export / Copy Components*



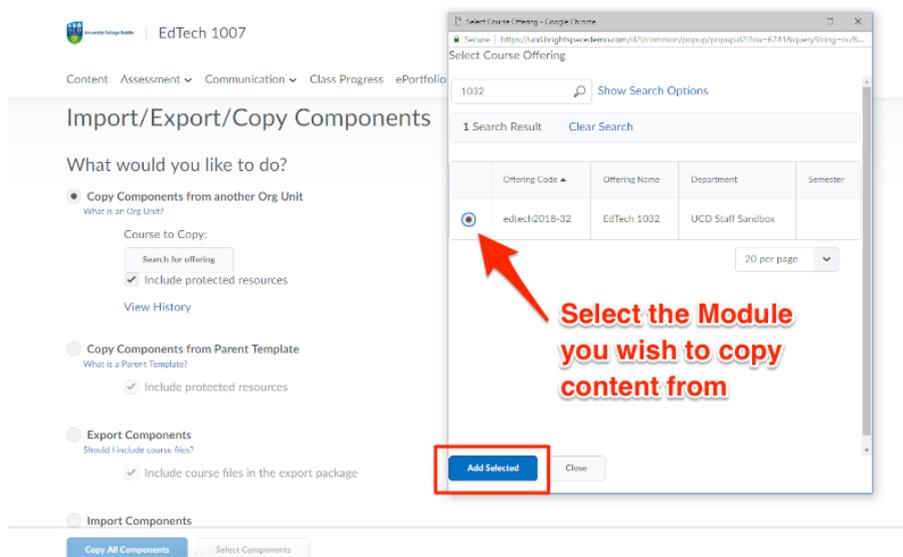
**Step 3** - Click *Search for Offering*



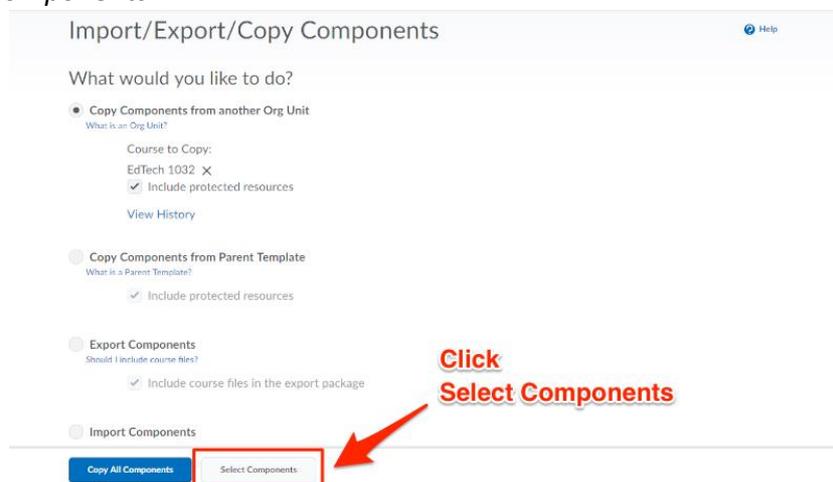
**Step 4** - - Enter the Module code or title of the Module you wish to copy *FROM* and click the *Magnifying Glass* icon to search



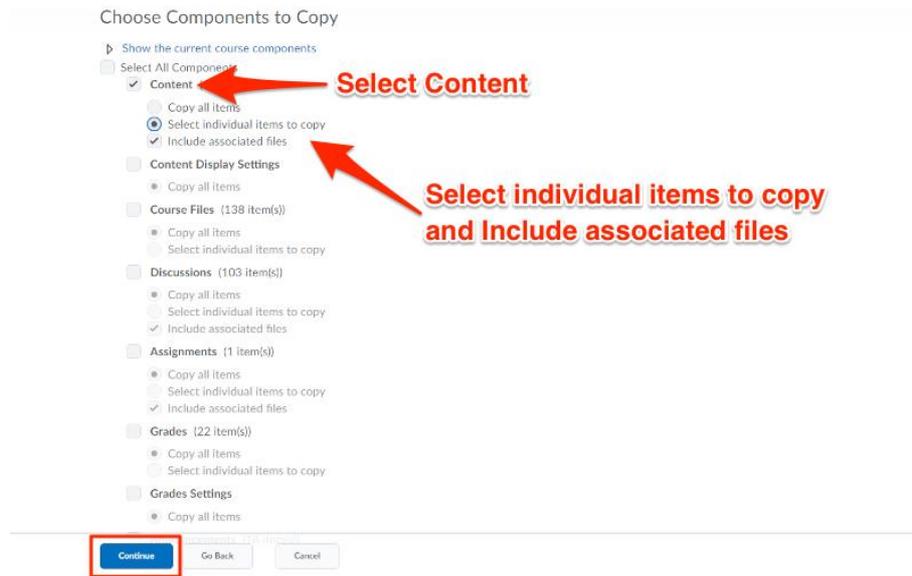
**Step 5** - Ensure the radio button for the Module you wish to copy from is selected and click *Add Selected*



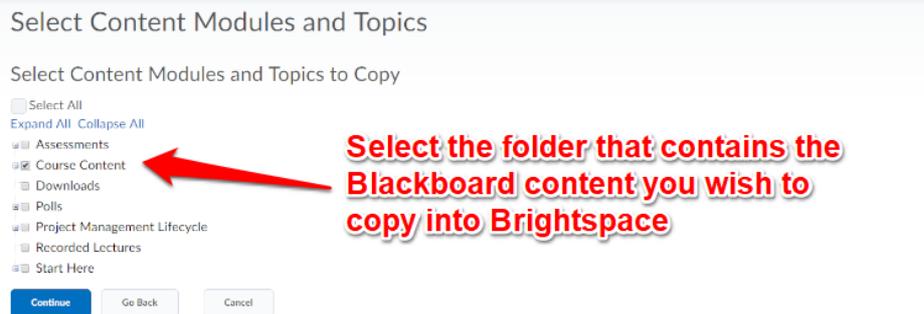
**Step 6** - Click *Select Components*



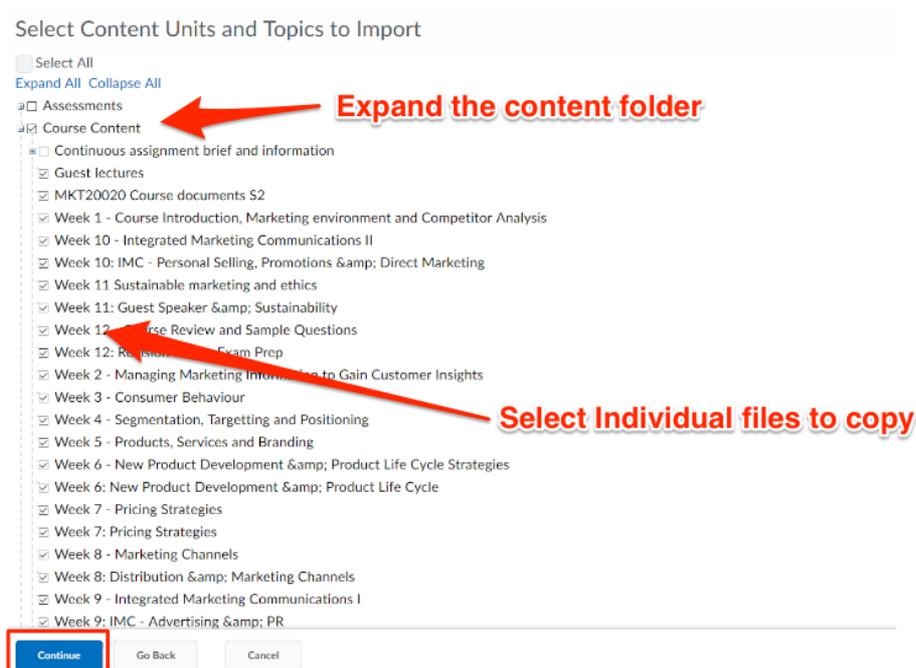
**Step 7** - Select *Content* from the list of components. Ensure that *Select individual items to copy* and *Include Associated Files* is selected



**Step 8** - These items reflect your Module setup in Blackboard, select the folder that contains the content you wish to copy into Brightspace



Expanding the folder will allow you to select individual files to copy.  
Click *Continue*



**Step 9 - Click *Finish***

### Select Course Material

Confirm Components to Copy

Content  
25 of 48 item(s) selected to copy. [Modify](#)

Offset Dates

Offset all dates of copied components

Offset by direction and range

Days

Direction	Range	Hours	Direction	Range
Forward	<input type="text"/>	Forward	Forward	<input type="text"/>

Calculate range between two dates

**Finish** Go Back Cancel

**Step 10 - The copied components will now process. A green check indicates that process is complete. Click *View Content***

### Copy Course Components History

EdTech 1032 Copy Selected Components Started: emcdonal, Friday, 3 August, 2018 4:31 PM BST	Copying in progress...
EdTech 1032 Copy All Components Started: emcdonal, Friday, 3 August, 2018 4:27 PM BST	Copy Completed: 03.08.2018 4:27 PM 

**Green check indicates Copy Completed**

Copy Another Package **View Content** Review and Manage Dates

Your content will appear *My Learning > Learning Materials and Assessment*

### Table of Contents

Search Topics

Overview Bookmarks Course Schedule **Table of Contents** (23) Unit 1 Unit 2 Unit 3 Unit 4 Unit 5 **Course Content** (23) Add a module...

Import Course Bulk Edit Related Tools Expand All Collapse All

Unit 1  
Upload / Create Existing Activities  
Drag and drop files here to create and update topics

Unit 2  
Upload / Create Existing Activities  
Drag and drop files here to create and update topics