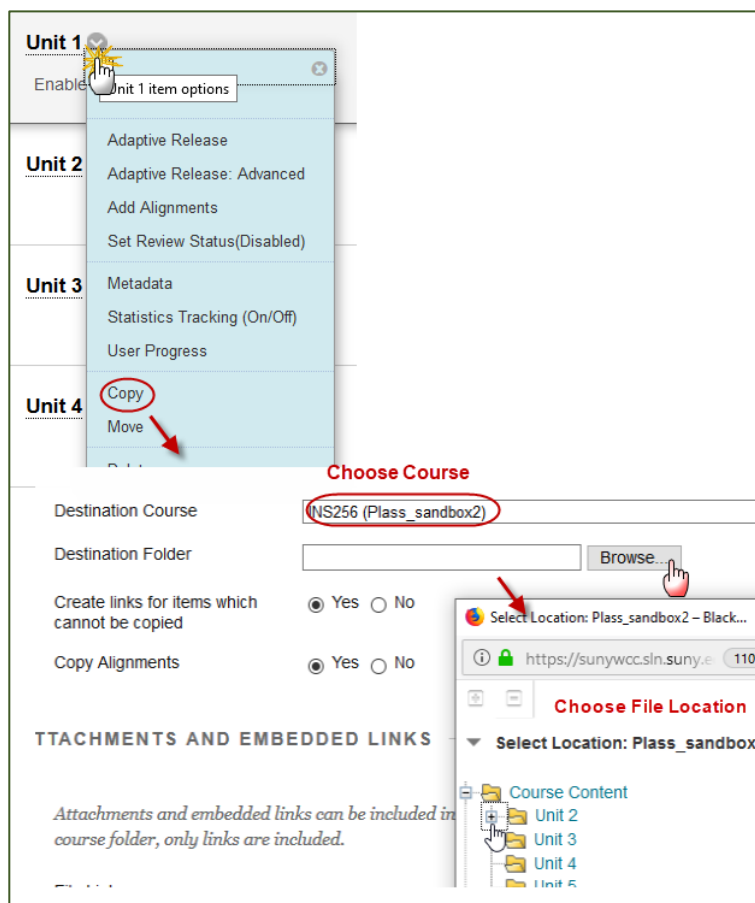


COPYING COURSE CONTENT

Copying and/or moving course content from one semester to another is the most convenient way for you to reuse and adapt existing course structures, materials and content.

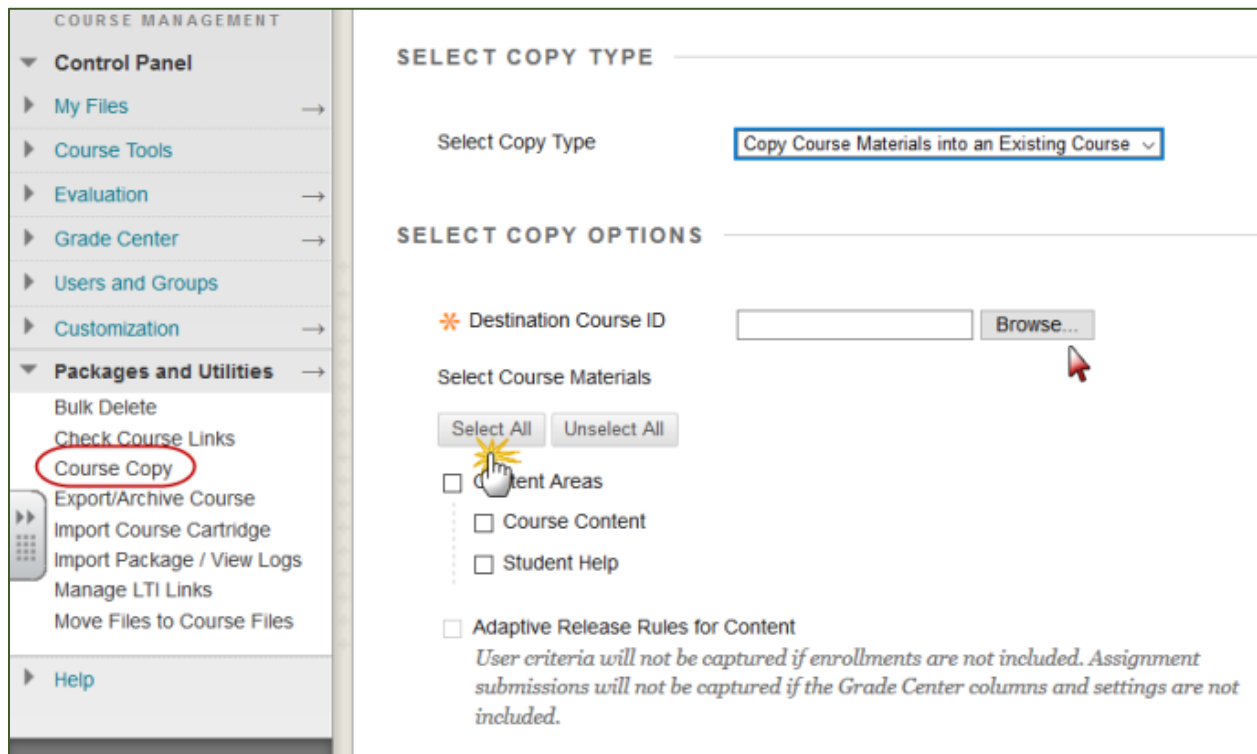
COPY OR MOVE ITEMS/FOLDERS

- Navigate to the item/folder you want to copy
- Make sure Edit Mode is on
- Click the chevron to the right side of item/folder name.
- Select Copy or Move
- If copying to a different course, use the Destination Course drop down menu to select the course you would like to copy or move the item or folder to.
- Click the Destination Folder Browse button.
- A new window will open. Select the area in the course you would like to place the item or folder. You may need to click the Plus Sign (+ button) to find a folder within a folder.
- Click Submit.



COPY AN ENTIRE COURSE

- Enter the older Blackboard course that has content you want to copy.
- On the Control Panel, expand the Packages and Utilities section and click Course Copy.
- Select the option: Copy Course Materials into an Existing Course.
- In the Destination Course ID box click the Browse button to view a list of your courses.
- In the popup window that appears, select the appropriate course ID from your list of courses and click Submit. The course ID will populate in the Destination Course ID Box.
- Select the course materials that you want to copy over to the existing course. We recommend Select All.
- In the File Attachments section, select Copy links and copies of the content DO NOT select Include Enrollments in the Copy.
- Click Submit.



COURSE MANAGEMENT

- Control Panel
 - My Files →
 - Course Tools
 - Evaluation →
 - Grade Center →
 - Users and Groups
 - Customization →
 - Packages and Utilities** →
 - Bulk Delete
 - Check Course Links
 - Course Copy**
 - Export/Archive Course
 - Import Course Cartridge
 - Import Package / View Logs
 - Manage LTI Links
 - Move Files to Course Files
 - Help

SELECT COPY TYPE

Select Copy Type Copy Course Materials into an Existing Course ▾

SELECT COPY OPTIONS

* Destination Course ID Browse...

Select Course Materials

Select All Unselect All

Content Areas

Course Content

Student Help

Adaptive Release Rules for Content

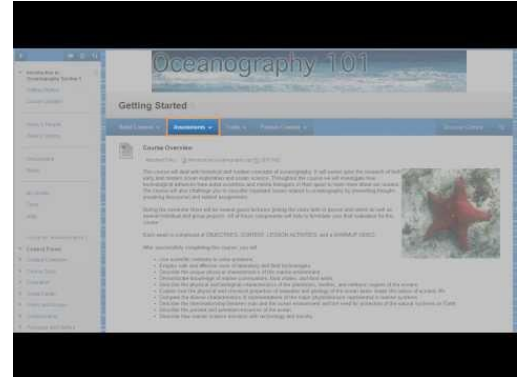
User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.

COPY A TEST

A. **Export** the test from its current course:

- Navigate to the course that contains the test.
- Click Course Tools in the Control Panel.
- Ensure the Edit Mode is ON
- Click Tests, Surveys, and Pools and then click Tests.
- Click the arrow to the right of the test name.
- Select Export.
- Save the file to the desktop of your computer (make note of where you saved it)

Click on the video below to watch a tutorial on importing and exporting a test. Select allow to view.



B. **Import** the test to the course of your choice:

- Navigate to the Blackboard course you will add the test to.
- Click Course Tools from the Control Panel.
- Ensure Edit Mode is ON
- Click Tests, Surveys, and Pools and then click on Tests.
- Click Import Test.
- Click Browse My Computer.
- Select the file of the exported quiz on your computer.
- Click Submit and then OK.
- The final step is to deploy the test in a content area where your students can access it.

CLEANING UP AFTER A COURSE COPY

1. Delete discussion posts, if needed.

If you copied your discussion board starter threads from an old course to your new course, be sure to click on Discussions. If you copied discussion threads you did not wish to keep, be sure to delete them. To delete posts quickly:

- Go to your course Discussion Board.
- Click on the name of a forum to view any threads posted to the forum.
- To quickly select all postings, click on the top checkbox in the gray bar.
- Uncheck any posts you wish to reuse. For example, some instructors post questions inside the discussion forums to which students respond.
- Click on the "Delete" button.
- Repeat with remaining discussion forums.

2. Delete any empty or duplicated content areas or links.

- When you perform a Course Copy or Import Package into a new course shell, Blackboard copies all the items you have selected from the source course into the destination course.
- Blackboard doesn't overwrite the Course Menu in the destination course so you may see duplicate links in your new Course Menu.
- To delete a link from the menu, click the small chevron button to the right of the menu item and choose Delete.
- If it is a tool link, you can delete either instance. Common "tools" on the course menu are: Announcements, Discussion Board, Email, and My Grades.
- Be careful with duplicate content links. One link will have content and the other may not. Check them both to make sure you are deleting the right one. After carefully examining the duplicate links, you may simply delete the one without content.

3. Update your course content including course links and dates.

- The course syllabus should reflect the current semester.
- Dates on all documents and assignments are updated.
- Check that all links provided function correctly.
- Use the Date Management Tool to easily manage due dates and availability dates (excluding Adaptive Release)

- Navigate to the Control Panel>Course Tools> Date Management
 - List All Dates for Review – all existing dates will be displayed on one page where you can edit as necessary
 - Click Start once you have the parameters set up
 - Once the Date Management setting is processed, click the Next button. Note: You will receive an automated email verifying that the process is complete.
 - Click the pencil icon on the right to edit the due date, the start date, and the end date for items individually.
 - Adjust dates as needed
 - Click on the green check mark to apply changes
- ALWAYS use Student Preview to review your course after adding or editing content



Click on the video above to watch a tutorial on the Date Management Tool. Select allow to view.