

USING COURSE COPY TO COPY A BLACKBOARD COURSE

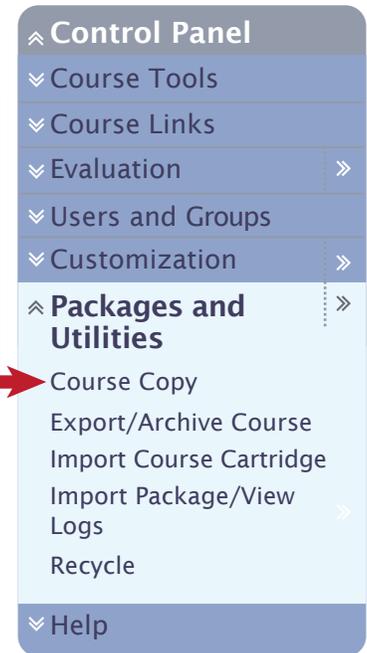


In Blackboard you can copy a course to a future semester or another course section. Copying allows you to choose which items you'd like copied over including All Course Materials, Tests, Surveys, Pools, Grade Center Columns and more.

Copy a Blackboard Course to a future semester or another course section by following these steps:

1. Login and open the Blackboard Course you wish to copy (the original source course),
2. In the **Course Management Control Panel**, navigate to and click on **Packages and Utilities**. Click on **Course Copy**. (shown at right)
3. This will load the Copy Course web page. Click the **Browse** button under Section 2 next to the text field for * Destination Course ID. (see page 2 of this handout for the Copy Course screen shot).
4. This will load a **Courses** popup screen containing all of the courses you have access to (the lower screen shot on page two of this handout). Choose the course to copy to (the destination course) by **clicking on the radio button to the left of the destination course name**. Then click **Submit** to choose that destination course (in the lower right corner of that Courses screen).
5. Also under Section 2 be sure to **checkmark all of the options you want copied over** from your original (source) course to the future (destination) course. You must checkmark source information to copy over or nothing will be copied into the destination course and you will get a warning.

COURSE MANAGEMENT



Typically you will want to checkmark the options for:

- Content Areas** - this will copy over all content area information (if your course contains internal course links you will want to make sure all of your links still work after the copy has been performed... links will break if both parts of the link are not copied),
- Grade Center Columns (very important)** - this must be checked if you have Assignments, SafeAssignments, or other graded items which have Grade Center Columns,
- Tests, Surveys and Pools (very important)** - this must be checked if you have Tests, Quizzes, Surveys, or Pools of Questions (checkmark this even if you have already checkmarked the Content Areas boxes and your Tests/Quizzes are contained in a Content Area),
- Journals, Discussion Boards, etc** - if checkmarked these areas will only copy over the instructor provided information (like Forums for Discussion Boards) but it will not copy over specific student information from previous semesters (like individual student Threads inside your Forums). If you'd prefer to start over don't checkmark these.

Settings

If you choose to checkmark the Settings box these Course Settings will copy:

- Course Name • Course Description
- Course Entry Point/Landing Page
- Course Style • Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied by checking Settings:

- Course ID • Course Availability
- Guest Access • Observer Access
- Course Duration
- Enrollment Options

6. In Section 3. Enrollments... **Do Not Checkmark Include Enrollments in the Copy (very important)**. Simply leave this checkbox unchecked.
7. Finally, click **Submit**. After clicking submit you will be presented with a Green Bar at the top of your course indicating that your Course Copy request has been submitted to the queue and that you will receive a confirmation email when the copy is done. This will take about 20 minutes to complete.
8. After your course is copied if you have SafeAssignments in that course you will need to follow the steps on page 3 of this handout to Synchronize the SafeAssignments to this new copied course.

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This page shows the screens you will see when you click on Course Copy under the Packages and Utilities section of the Course Management Control Panel. The top screen shot is the main Copy Course screen. The lower Courses screen shows when Browse is clicked.

Copy Course

Course Copy can make an exact copy of the Course. Course Copy can also make a copy of some of the materials and create a new Course or add the materials to an existing Course. [More Help](#)

1. Select Copy Type
Select Copy Type

2. Select Copy Options
* Destination Course ID

Select Course Materials

- Content Areas
 - Welcome
 - Course Content
- Adaptive Release Rules for Content
User criteria will not be captured if Enrollments are not included.
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Settings
- Contacts
- Tasks
- Tests, Surveys, and Pools

3. Enrollments
Copy enrollments for all users in the Course. This option does not copy user records in the Course, such as grades. User records are only copied with Exact Copy.
Enrollments Include Enrollments in the Copy

4. Submit

To choose the course you want to copy into (the destination course) click Browse. The Courses screen will appear (see Courses screen shot below).

Checkmark the boxes for all of the areas and content you want copied over. Be sure to checkmark Grade Center Columns and Settings, and Tests, Surveys, and Pools if those apply to your course. See page one of this handout for a description of these options.



Do not checkmark the Include Enrollments in the Copy box.

Courses

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input checked="" type="radio"/> BB_Training_with_Blackboard_0024479	Training with Blackboard TCORCORA	Jan 4, 2010	tcorcora	Corcoran, Tom

Displaying 1 to 1 of 1 items

When a destination course has been chosen and all features to copy over have been checkmarked, click Submit.

Choose your Destination Course and click Submit.

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IMPORTANT: When you copy a course to a new semester or new section and you have Safe Assignments in your course(s) you will need to synchronize the Safe Assignments up to the new course for **EACH COURSE COPIED**. Follow the steps below:

1. Login and open the Blackboard Course you wish to synchronize.
2. In the **Course Management Control Panel**, navigate to and click on **Course Tools**. Click on **SafeAssign**. (shown at right)
3. This will load the SafeAssign page (shown middle below). Again click the **Safe Assignment** link from this screen.
4. This will load a **Safe Assignment** screen. (shown bottom)
5. Click on the **Synchronize this course** button to synchronize all of the Safe Assignments in your course with the Safe Assignment tool. If you don't do this students won't be able to view/complete any Safe Assignments in your copied courses.

COURSE MANAGEMENT

- Control Panel
- Course Tools
 - Announcements
 - Blogs
 - Collaboration
 - Contacts
 - Course Calendar
 - Discussion Board
 - Glossary
 - Journals
 - Link Checker
 - Messages
 - SafeAssign
 - Self and Peer Assessment
 - Send Email
 - Tasks
 - Tests, Surveys, and Pools
- Course Links
- Evaluation
- Users and Groups
- Customization

SafeAssign

- SafeAssignments
View SafeAssignments in this course.
- DirectSubmit
Manage and submit papers to the SafeAssign service.

SafeAssignments

Synchronize this course

Name	Instructions	Date Modified
Paper One: Interest in Aviation History <input checked="" type="checkbox"/>	All documents submitted to SafeAssign will be checked against several databases for original content and an originality report will be produced. The purpose of this is to help educate students about proper citation of any borrowed content, and to address plagiarism. The originality report may be viewed by both the student and instructor, and will show how the submitted document compares against documents on the Internet, in print journals, and a database of documents previously submitted by Heartland students. All documents are automatically added to the Heartland database, and documents may also be voluntarily submitted to the SafeAssign Global Reference Database. Once a paper is submitted to either database it cannot be removed. Original authors maintain ownership of any intellectual property in any submitted document. This week's assignment is about aviation history. Specifically an item from aviation history you find particularly interesting. Write up a Word Document on any topic from aviation history. This assignment needs to be two pages, double spaced. The topic can be on a famous aviator, a particular historic flight, a development in the history of aviation or other topic. Please include an introduction to the topic, body text why you find this topic of interest and a conclusion. This assignment will be graded and checked for plagiarism. This assignment is due by the end of the second week of the semester (Friday at Midnight Central Time).	Mon, Jul 26 2010, 04:30 PM

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

OK