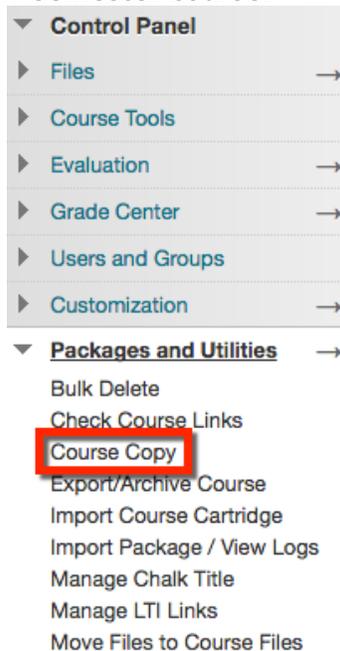


Course Copy

Enter the Blackboard course you would like to copy material from and select **Course Copy** under **Packages and Utilities** in the **Control Panel**. Remember you are copying content from your previous semester course into your new semester course.



Select Copy Type:

Leave the default Copy Course Materials into an Existing Course, which is your only option.

SELECT COPY TYPE

Select Copy Type

Destination Course ID:

1. Select the **Browse...** button to open the Courses window.
2. Select which course you would like to copy the material to.

Once you are finished selecting a course, scroll to the bottom of the page and select **Submit**.

The screenshot shows the 'SELECT COPY OPTIONS' page. At the top, there is a 'Destination Course ID' field with a 'Browse...' button next to it, circled in red with a '1'. Below this is a table of courses. The first row is 'PRC-Wrkshp_Roseborough' with 'Blackboard Faculty Workshop'. The second row is 'Template_Summer2016' with 'Summer Courses Template, 2016', 'Jan 26, 2016', and a list of names: 'bmandel', 'tsosa', 'djohnson1E', 'nlagrone', 'kkidan'. The 'Template_Summer2016' row is highlighted in yellow and has a red box around it with a '2'.

Once Browse is clicked, a new window opens.

The Courses window will close. You will notice the name of the course is in the Destination Course ID textbox.

SELECT COPY OPTIONS

* Destination Course ID

Template_Summer2016

Browse...

You may select items individually, but gradable items such as Assignments, Tests, Discussion Boards, etc. must include other categories to be checked. For example, if you are copying the Quizzes and Exams content area, you must check Grade Center Columns and Settings and the Tests, Surveys, and Pools. If you are copying Assignments, you must check the Assignments content area and Grade Center Columns and Settings.

The easiest way to create an exact copy of another course is by clicking the **Select All** button, but make sure to follow the instructions step by step. You may not have some of the course materials provided in the screenshots below because every course is different, but follow along for the items available to you.

The first section below are the content areas available in your course. If you select all, you will not have to do anything more for this step.

Select Course Materials

Select All

Unselect All

- Content Areas
 - Orientation
 - Home Page
 - Syllabus
 - Exams
 - Course Materials
 - Videos
 - Assessments
 - Syllabus & Orientation
 - Assignments
 - Quizzes and Exams

The item you want to change is the Discussion Board. Currently the default is set to **Include starter posts for each thread in each forum (anonymized)**. This setting will copy the entire discussion board, even the threads from the previous semester students. Since the previous semester students will not be enrolled in the new course, anonymized will appear where the student's names would be. You then must go through each forum and remove all threads.

To prevent all this extra work, make sure to change this setting to **Include only the forums, with no starter posts**. This will copy only the forums with no threads attached.

You may leave all other items checked if you wish. Some instructors like have the same announcements available, but changing dates. If you do not want to bring over your announcements, please uncheck this item.

- 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.
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts

The following items under **Settings** below should be checked. If not, make sure to only check **Banner Image**, **Language Pack**, and **Navigation Settings**.

All other items below should be checked for a proper course copy.

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Availability
 - Banner Image 1
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options
 - Language Pack 2
 - Navigation Settings 3

The last section in **Course Materials** you may leave checked. Even if you do not have Tasks, Wikis, or Wimba, the copy will only include what is available in the course. If you do not have these items available in the course, it will not appear in your new course.

- Tasks
- Tests, Surveys, and Pools
- Wikis
- Wimba Classroom
- Wimba Voice Authoring
- Wimba Voice Board
- Wimba Voice Podcaster
- Wimba Voice Presentation

File Attachments:

You have three options:

1. Copy links to Course Files: No copies of linked files are included in the copy. The copied course has the same set of links and those links point back to the original location of the link defined in the origin course.

2. Copy links and copies of the content (default): Makes copies of linked files but ONLY those files that are linked to course content. Files within the course's home folder that are not linked to any content are NOT included in the copy.

3. Copy links and copies of the content (include entire course home folder): Makes copies of ALL files in the course's home folder, even if the files are not linked to course content.

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

Enrollments:

Warning: Do not check Include Enrollments in the Copy. This will copy over all the enrollments from the previous course and add them to the new course. Please leave this option **unchecked**.

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

DO NOT check

Once you are finished, click **Submit**. Wait to enter the new course until you receive the email in your GSU email account. Once you receive the email, enter the new course with the copied material and make any adjustments such as due dates, availability dates, etc.