

## Course Copy

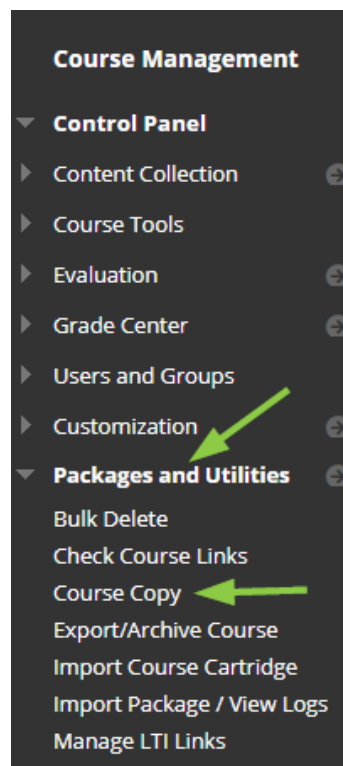
---

Course materials, tests, and activities can be copied from one semester to another.

**Warning: The biggest thing to be aware of when copying course material is that some components of your course may be linked to other components. For example - a test deployed in a content area is linked to the grade center and to "Tests, Surveys and Pools". All three things need to be copied.**

- The safest way to proceed is to copy the entire course, then delete what you do not want.
- After you copy a course it is important to *wait* before editing - even after the course copy email is received, wait half an hour or more before trying to edit the course - otherwise you are apt to be frustrated by items that refuse to be re-ordered or edited!

Go to the OLD course



- Go to the course you want to copy material from (the OLD course).
- In the Control Panel go to Packages and Utilities, then Course Copy

## Browse and find the NEW Course

SELECT COPY TYPE

Select Copy Type

SELECT COPY OPTIONS

\* Destination Course ID

- (1) Leave the selection bar showing **Copy Material into an Existing Course**
- (2) Click the Browse button - you'll have a list of all courses you have access to. Find the NEW course into which you want to copy.
- The list of courses is ordered by semester. There may be more than one page of courses.
- Select the circle next to the course and Click Submit

## Select All

### Select Course Materials

Content Areas

Getting Started

Weekly Lessons

The safest way to copy is to copy everything and then delete what you don't want from the NEW course.

- Click Select All
- Don't worry about boxes that are unchecked when you click Select All.
- Keep reading the steps below for suggestions

## Change a few options

A screenshot of a course configuration interface. On the left, there is a list of options with checkboxes: Announcements, Blogs, Calendar, Contacts, Content Alignments, and Discussion Board. Below this list are two radio button options for the Discussion Board: 'Include starter posts for each thread in each forum (anonymized)' and 'Include only the forums, with no starter posts'. A green callout box with an arrow points to the 'Announcements' checkbox, containing the text 'Uncheck Announcements if you won't re-use them'. Another green callout box with an arrow points to the 'Include only the forums, with no starter posts' radio button, containing the text 'Change Discussion Board option to only include forums if you don't want the threads.'

- Uncheck Announcements if you don't wish to re-use any of them in the new semester
- Most likely you will change the option for Discussion Board to copy only the forums (not starter threads). This will copy the forums and their descriptions but not any posts.
- The exception for the Discussion Board option would be if you use forums where you are the one who creates the "starter threads" and students only reply.

## File Attachments

### FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and content is the safest option. [Help](#) for additional information.

A screenshot of the 'FILE ATTACHMENTS' section. Under the heading 'Course Files', there are three radio button options: 'Copy links to Course Files', 'Copy links and copies of the content', and 'Copy links and copies of the content (include entire course home folder)'. A green arrow points to the third option. Below this, under the heading 'Package Size', there are two buttons: 'Calculate Size' and 'Manage Package Contents'. A green callout box with a white background and a green border contains the text 'The safest option is to copy ALL links and content'.

- For files (both files and images that might be in your course) you will want to use either the 2nd or 3rd option.
- The 2nd option will copy the files (including image files) that are in use in your course. The 3rd will also copy any unused files in your Control Panel > Course Files area.
- **The 3rd option is the safer choice - if you have images embedded in tests or other files indirectly linked within the course you will need to choose the third option (copy the entire course folder - all files will be copied.**

## Success message appears

Success: Course copy action queued. An email will be sent when the process is complete.

A Success message appears above the content frame. You'll get an email announcing when the copy has completed - however **DO NOT EDIT THE COURSE for a while even AFTER you get the email**. Trying to edit the course too soon will cause headaches when course material won't properly edit or allow itself to be re-ordered.

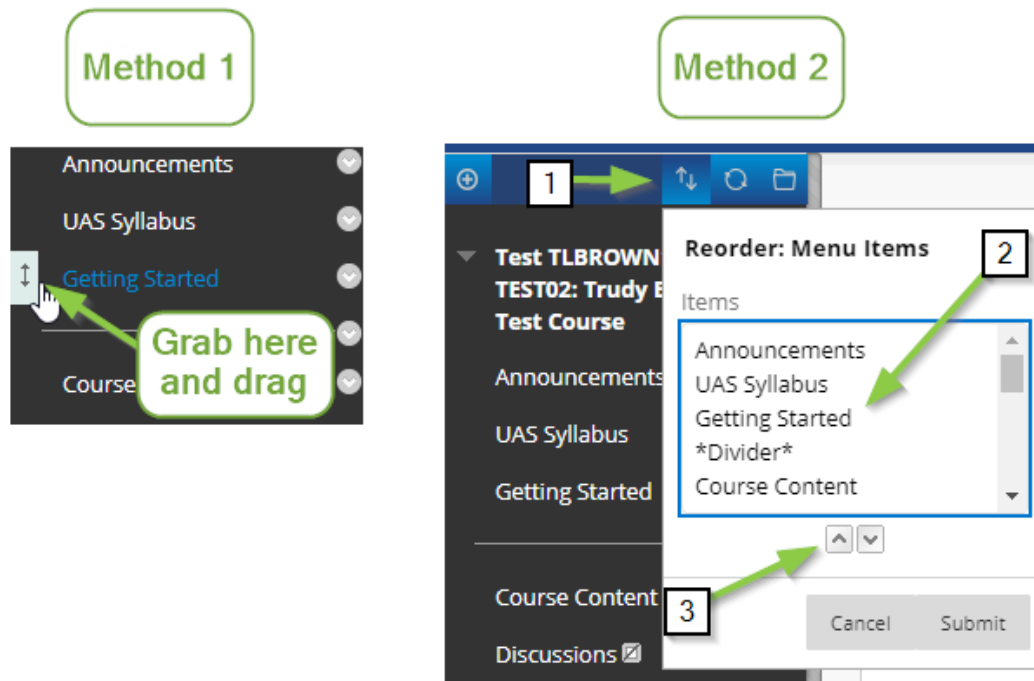
## If you get a Success message but don't think your course has copied

- Make sure you SCROLL down - the copied content may be at the BOTTOM of your course menu.
- If you have a success message and a log file that has no fatal errors - don't try to copy again! You'll likely end up with duplicates of everything in the course!

## What happens when you course copy

- If the NEW course has a content area with the same name as the OLD course - content and activities will be copied there. For example, if your NEW course has a "Getting Started" content area, then content from the OLD course's Getting Started area will be copied there.
- If the OLD course has a content area that has a different name (doesn't appear in the NEW course) - then it will be copied to the BOTTOM of the NEW course menu - you'll need to re-order things. For example: your OLD course has two content area named "More Links" and "Final Project" - in the NEW course they will be copied to the bottom of the course menu and need to be moved to the appropriate locations.
- You will want to make content unavailable until you have time to update information such as due dates etc.

## Re-ordering items on the course menu



There are two ways to re-order menu items.

Method One:

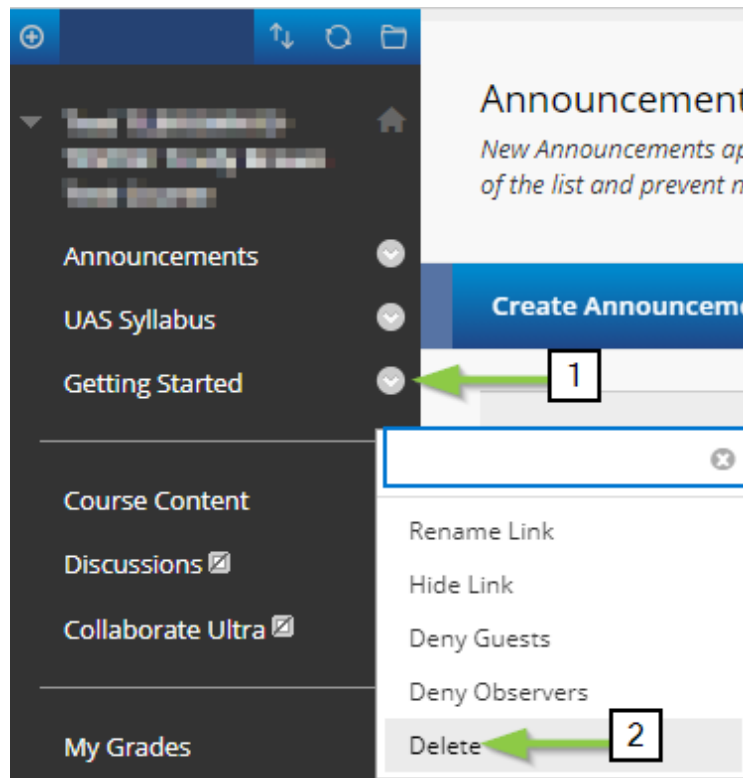
- Move your mouse over a menu item and then "Grab" the up-down arrow next to the menu item (click on the up-down arrow, do not release) and "drag" the menu item to the appropriate location.

Method Two:

- Click on the two arrows at the top of the course menu (1)
- Select the menu item you want to re-order by clicking on it (2)
- Click on the up or down arrows (3) to re-order
- Submit when you are done

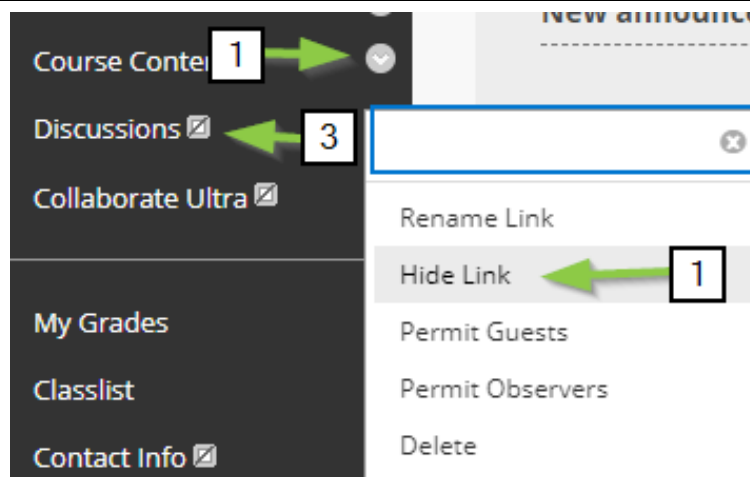
**Menu items will refuse to re-order if you are currently looking at that item. Click on Announcements to get out of all other items and you should be able to re-order.**

## Deleting items from the course menu



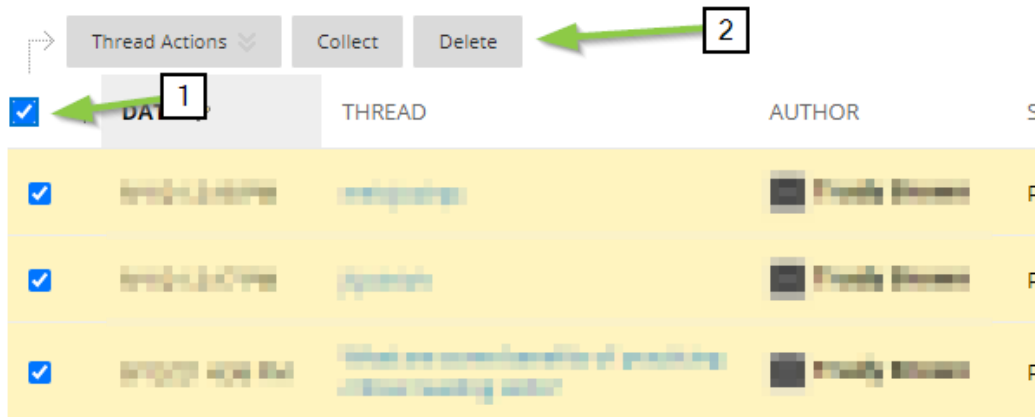
To delete something from the course menu, click on the **drop-down menu** (1) to the right of the item and choose **Delete** (2).

## Hiding content areas



While you are editing the course, you may want to hide content from students. To do this use the **drop-down menu** (1) next to the content area(s) and choose "**Hide Link**" (2). When Content Areas are hidden from students you'll see a **square with a slash through it** (3) next to the menu item.

## Deleting unwanted Discussion Forum posts



Blackboard copies Discussion Forum posts from one course to another but changes the authorship to anonymous and doesn't copy replies.

- If you have students reply as threads and copied those threads from the other course, you'll need to delete all of those threads.
- Inside the forum, click the **top box** (1) to select all posts
- Click **Delete** (2)

## Other things to consider

As you prepare your course for the next semester, remember

- Consider making parts of your previous course unavailable (if there is material that you don't want current students to have access to or that you want to release later).
- Change the colors of your OLD course (Control Panel > Customization > Teaching Style) so that you don't confuse it with your new course.
- Check your deployed exams, graded discussions, assignments, etc. to change their availability and set the appropriate level of feedback.
- If your course is organized as folders or learning modules you can control availability on a folder-by-folder basis.