Getting Your Course Ready for a New Semester

Perform a Course Copy

1. Log into Blackboard: You will notice your course for the upcoming semester is listed and is *not currently available*. Click the course name to open the course shell.

> ! *You may notice that upon opening the course shell the Simple Syllabus app opens automatically. This is normal and is occurring because there isn't any content in the course.*

2. Next, content needs to be brought into the course. This content will either be from your storage shell or you may wish to use content from a previous semester's shell. To begin, go to the course that contains the content you want to copy.

3. Once inside the course shell you want to copy from, go to the **Course Menu→Packages and Utilities→Course Copy**. Click on **Course Copy**. Remember this is a one-time copy, you cannot try to copy the content again as you will end up with two of everything in your course.

> ! *Remember, this is a one-time copy. You CANNOT try to copy the content again. You will end up with duplicates of each item in the course.*
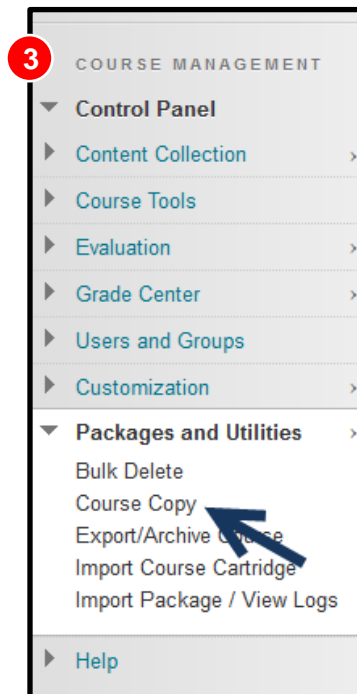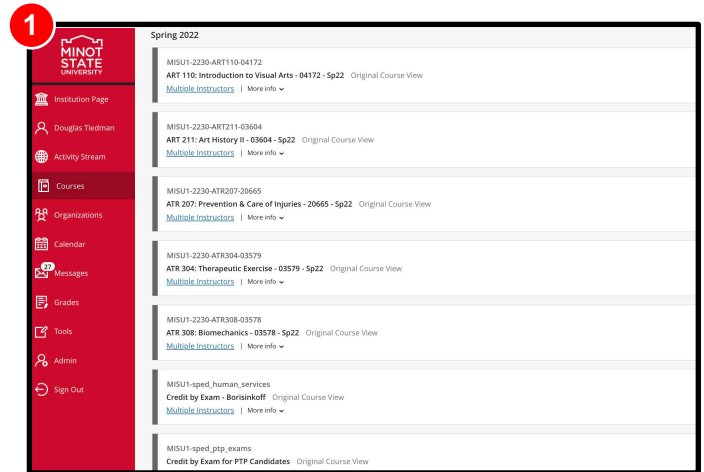
4. In the first section of this tool you will see **Select Copy Type**. The default is set to **Copy Course Materials into a New Course,** this needs to be changed to **Copy Course Materials into an Existing Course**.

5. **In the Select Copy Options** section you will need to **Browse** for the course you want to copy the content into. You will need to know your class number and name for this step.

6. After clicking on **Browse** a list of classes in a new window will open. Select the current semester's shell and click on **Submit**.

7. Under the Select Course Materials section, click on the **Select All** button

8. Under the Discussion Board selection, select **Include only the forums, with no starter posts**. This will take all of the old posts out of the new shell.

9. In the **File Attachments** section make sure you select **Copy links and copies of the content (include entire course home folder).**

10. Under the Enrollments section, leave the field **Include Enrollments in the Copy** unchecked.

11. Click the Submit button. The following message will appear:

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

An email will be sent to you confirming the copy process has completed.

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. You must have manage permission on these files to make copies of them. More 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
  - ☑ OIT Workshop Dashboard
  - ☑ OIT Workshop Home Page
  - ☑ Learning Modules
  - ☑ Weekly
  - ☑ Assignments
  - ☑ New

- ☑ 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
- ☑ Attendance
- ☑ 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
- ☑ Glossary
- ☑ Grade Center Columns and Settings
- ☑ Group Settings
- ☑ Journals
- ☑ Retention Center Rules
- ☑ Rubrics
- ☑ Settings
  - ☐ Availability
  - ☑ Banner Image
  - ☐ Course Guest Access
  - ☐ Course Observer Access
  - ☐ Duration
  - ☐ Enrollment Options
  - ☑ Language Pack
  - ☑ Navigation Settings
- ☑ Tasks
- ☑ Tests, Surveys, and Pools
- ☑ Wikis

Courses

Search by: ○ Course ID ○ Instructor ○ Name/Description   Search
Created in Last: ○ All Courses ○ Month ○ Day

Course ID	Course Name	Created
○ 13364_1610	IntroductionIntroduction to Computer Science (13364) F15	Jan 14, 20
○ 3859_1630	Introduction to Computer Science (3859) Sp16	Jan 14, 20

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)

Package Size   Calculate Size   Manage Package Contents

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

Click Submit to proceed.

Cancel   Submit

First Day of Class

On the first day of class the course shell needs to be made available to the students. This is an important step because students are already enrolled in the course (and will be looking for it on the first day).

1. Enter the course, then in the Course Menu, click on **Customization→Properties**.

2. Scroll down to the section titled **Set Availability**. Select **Yes** under **Make Course Available**. Click the **Submit** button.

3. Alternatively, there is a second way to make the course available. On the home page in the upper right of the screen, there is an icon that looks like a padlock that is in the "locked" position. Clicking this icon will now put it into an "unlocked" mode, which in turn makes the course available to students.