Getting Your Course Ready for a New Semester

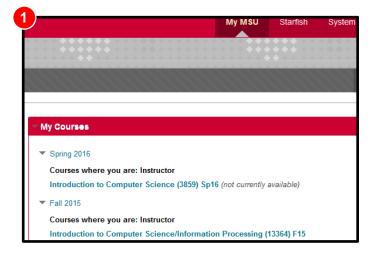
Perform a Course Copy

 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.

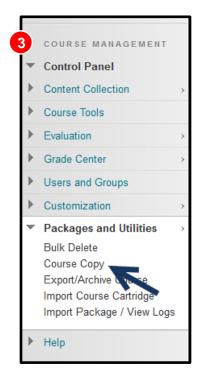
> You may notice that upon opening the course shell the Simple Syllabus app opens automatically. This is normal and is occurring because there isn't any content in the course.

- 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.
- 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.
- After clicking on Browse a list of classes in a new window will open. Select the current semester's shell and click on Submit.
- Under the Select Course Materials section, click on the Select All button
- 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.
- In the File Attachments section make sure you select Copy links and copies of the content (include entire course home folder).
- Under the Enrollments section, leave the field Include Enrollments in the Copy unchecked.
- **11.** Click the Submit button. The following message will appear:

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

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

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 4 SELECT COPY TYPE Select Copy Type Copy Course Materials into an Existing Course \$ SELECT COPY OPTIONS 5 * Destination Course ID Browse 6 Courses Select Course Materials Select All Unselect All 7 Search by: Course ID Constructor Na ed in Last: O All Courses O Month O Day Content Areas OIT Workshop Dashboard OIT Workshop Home Page Z Learning Modules 13364_1610 IntroductionIntroduction to Computer Science (13364) F15 Jan 14. Introduction to Computer Science (3859) Sp16 Ø Weekly 3859_1630 Jan 14 Assignments New Adaptive Release Rules for Conten User criteria will not be captured if enrollments are not included. Assign submissions will not be captured if the Grade Center columns and settings are not included. Announcements Attendance Blogs Calendar Contacts Content Alignments 8 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 g Group Settings Journals 👩 Retention Center Rules Rubrics Settings Availability 👩 Banner Image Course Guest Access Course Observer Access Duration C Enrollment Options 🛛 Language Pack Navigation Settings Tasks Tests, Surveys, and Pools Wikis FILE ATTACHMENTS 9 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 O Copy links to Course Files Copy links and copies of the content O Copy links and copies of the content (include entire course home folder) Package Size Calculate Size Manage Package Contents ENROLLMENTS 10) Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User rds are only copied with Exact Copy Enrollments Include Enrollments in the Copy Click Submit to proceed. Cancel Submit 11

Remove Old Syllabus

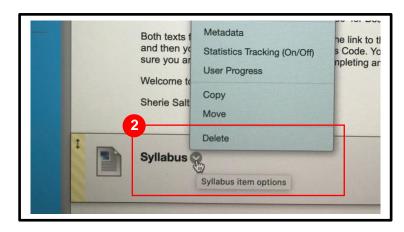
- After successfully copying content into this semester's course shell, you will now need to remove the old syllabus from this course. The old syllabus should be located on the home page of the course.
- Position the cursor over the Syllabus title until the action link (gray colored circle) appears. Click that link and choose Delete from the dropdown menu.

Provide a Syllabus Location Message

For students who may be accustomed to where the syllabus was previous to this semester, a location message should be created to point to the new location of the syllabus hyperlink.

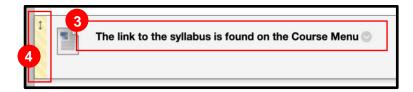
- To add this message, go to the Build Content tab, select Item from the dropdown menu.
- On the Create Item page, under the Content Information section, type "The link to the syllabus is found at the top of the Course Menu" into the Name field, and click Submit.
- There now is a message on the home page directing the student to the Course Menu to locate the Syllabus link.
- 4. By default, the newly added Item will be located at the bottom of the page. To reposition it towards the top:
 - a. hover the cursor over the item.
 A yellow striped vertical bar will appear.
 - b. Click that area while continuing to hold down the mouse button and drag the item to the top of the page.
 - c. Place the Item just below the welcome message area of the home page.

11 C 🗃	CSIC101 Home Page ©
Computer Science - 03641 - Sp20	Build Content v Assessments v Tools v Partner Content v
Syllabus	
CSCI101 Dashboard	Welcome
Office 2016 Content and Text	
Word and PowerPoint Final Project	CSCI101: Introduction to Compute
Computer Concepts Text 🖉	Spring 2020
Computer Concepts Glossary 2	Please start by reading the syllabus and checking the course schedule. Then proceed to the Content links in the Course Menu and begin with the Start Here n immediately if you encounter orablems with the schware.
Bb Collaborate Ultra	Make sure you check your Announcements and Email for new information. When you login there is an Announcements module on your Bb page and you can
Final Individual Presentation	Textbooks: Cengage Unlimited access code for Parsons' New Perspectives on Computer Concepts 2018 - 20th Ed, Comprehensive Cengage Unlimited access code for Beskeen/CramDuthylFriedsichsen/Reding's Illustrated Microsoft® Office 365 & Office 2016: Introductory
Final Grade Information	Both texts for this class are online e-texts. The link to the Microsoft Office text is found in the Office 2016 learning module, it is tilled Microsoft Office 365 Text I and then you will be prompted for the Access Code. You will need the textbeck to read the chapters and to complete all of the assignments. Complete instruct sure you are in the correct module when completing an assignment.
Announcements	Welcome to Class1
Discussions	Sherie Saltveit
Blog	
Course Mail Calendar	Syllabus
My Grades	
Student Help and Resources YuJa	CSCI101 Course Schedule Spring 2020 - PDF file Embled: Statistics Texting
External Email 2	Hello from the Instructor



Syllabus	Build Content 🗸	Assessments 🗸 🛛 Tools 🗸
CSCI101 Dashboard		
CSIC101 Home Page	Create	New Page
	ltem 🚛	Content Folder
Office 2016 Content and	File	Module Page
fext	Audio	Blank Page
Word and PowerPoint Final Project		
Filleet	Image	Mashups





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).

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

