Getting Your Course Ready for a New Semester

1. Log into Blackboard: You will notice your course for the upcoming semester is listed and is not currently available.

2. The second step you need to accomplish is bringing in your course content. This content will either be from your storage shell or you may wish to use content from a previous semester’s shell. First you go to the course that contains the content you want to copy. In this example I am going to use my fall 2015 course.

3. Enter the course 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.
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. Then click on the **Select All** button.
8. Under the Discussion Board selection make sure you 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. Do not select Include Enrollments in the Copy.

11. The last step is to click on the Submit button at the bottom of the page.

You will see the message Success: Course copy action queued. An email will be sent when the process is complete at the top of the page.

Wait for the email and once you have received it, go into your current semester’s class to make sure everything copied correctly.
First Day of Class
The last step you should take is to make the shell available on the first day of class. Remember students will be enrolled in the course already so you do not want this course available until the first day of class. Enter the course and go to the **Course Menu**. Click on **Customization**→**Properties**→**Set Availability**→select **Yes**→**Submit**. When you go back to your My MSU page you will see that it no longer states *(not currently available)* in the title of the course.