

Copying Blackboard Courses

Instructors put a lot of effort and time into building their Blackboard courses. Fortunately, course content can be reused term-to-term. Blackboard provides instructors with some useful utilities which allow instructors to copy course materials course-to-course or re-import materials from a course backup (known as an “exported course”).

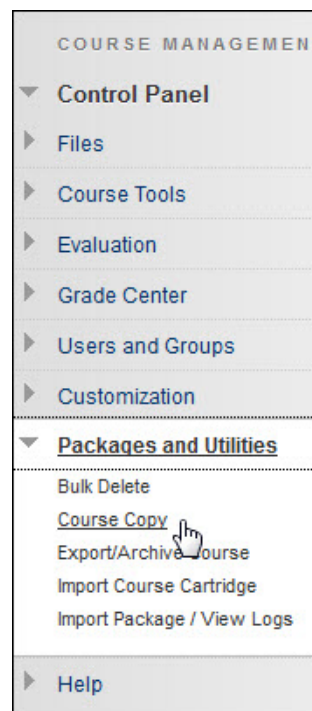
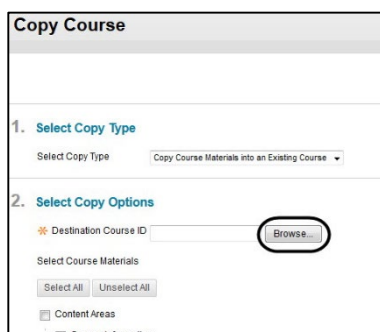
Instructors can copy an entire course (or sections of a course) from one Blackboard course site to another Blackboard course at the beginning of a term. This copy method uses the **Course Copy** utility located in the Control Panel of the course to be copied.

Instructors should check ALL course menu buttons after copying. The copy process creates duplicate course menu buttons – some menu items may be ‘empty’ while others link to content. For example if your original course had a menu button called Course Documents, you will find two Course Documents buttons in the copied course. Look at the very bottom of your course menu for this set of duplicate buttons. You will need to remove the upper, empty ones (a grey box next to the button name tells you there is nothing in it), then move the ones with content up to the top.

Copying Course Content from one Course to another Course

The following are step by step instructions for copying an entire course. It is a good choice for the start of the term because it will copy both content and any customization, for example, customized menu buttons or a course banner (image). Both the old and new courses must be present on Blackboard to copy this way.

1. Click into the course that has the content you want to copy from (the “Source Course”).
2. Scroll down to the Control Panel area, click **Packages and Utilities**, and then click **Course Copy**.
3. On the Copy Course screen that appears, Click **Browse** next to *Destination Course ID*
 - This will help you find the course you want to copy content into - the “Destination Course.”



- In the Courses screen that pops up, find the course you want to copy to, click the circle associated with it, and then click **Submit**.

Courses

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

| Course ID | Course Name | Created | Instructor Username | Instructor Name |
|---|---|--------------|---|---|
| <input type="radio"/> 15633-201610 | CS110: Introduction to Computers (Spring 16) | Jun 26, 2017 | _lpwilson rainwater lpwilson eboisvert | Wilson, Jean Rainwater, Bevin Staff, FCLD Boisvert, Eric |
| <input checked="" type="radio"/> 24235-201710 | CS110: Introduction to Computers TR 2:05 - 3:20 (Spring 17) | Jun 23, 2017 | rainwater | Rainwater, Bevin |

Select the course by clicking the radio button next to it

- Click **Select All**. Skip over options three and four. **DO NOT COPY ENROLLMENTS!**

Copy Course

1. **Select Copy Type**

Select Copy Type

2. **Select Copy Options**

* Destination Course ID

Select Course Materials

Content Areas

Course Information

Select All, then Submit

- Make sure you scroll down and de-select **Adaptive Release Rules for Content**. Allowing this will carry over all date and membership rules on your course, which could cause issues. In most cases, this should be removed.

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.

Deselect Adaptive Release Rules for Content

7. Under the File Attachments area, leave the default **Copy links and copies of the content AS IS!** Do not change this option, or it could break links to your 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... in course home folder)

Keep the default option for Course Files

8. Click **Submit**.

BE PATIENT – Course Copying can take a long time, especially if your course has lots of materials in it. You will receive an email when the course copying is completed. **Wait until receiving this email to make further modifications to your destination course.** If the email contains any error messages, or if the copied materials are out of order, course content may not have copied properly. Please contact FCLD immediately for assistance.

Student-related content such as grades will not copy, nor will discussion posts (just threads), blog posts, or wiki or journal entries. *Assignment Tool* assignments will not copy, nor will *Adaptive Release*.

Finishing Up Your Course Copy – Finalizing your Course Menu

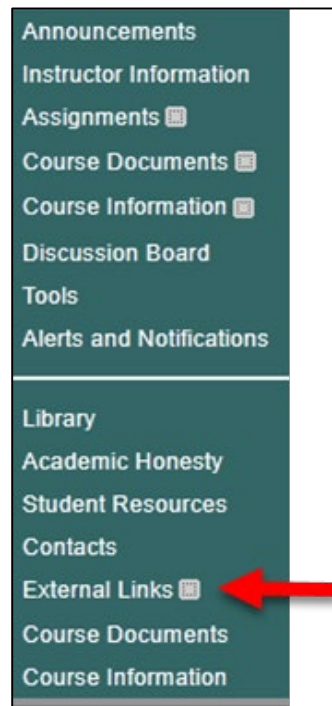
When your course copy has completed, you may notice some extra buttons in the menu of your copied course. Blackboard creates duplicate buttons for any content areas you may have in your course (e.g. Course Information, Course Documents). The following section provides step-by-step instructions for removing these extra buttons from the course menu.

This is the default course menu for an empty course:

- Announcements
- Instructor Information
- Course Documents
- Course Information
- Assignments
- Discussion Board
- Tools
- Alerts and Notifications
- Library
- Academic Honesty
- Student Resources

Default Course Menu

This is course menu of the new course – post copying. Note that the menu combines both sets of buttons, but only the set at the bottom have the copied content.



Note that a grey box next to a button indicates it is empty.

Click on External Links

Instructors need to remove the upper set of duplicate buttons that don't have materials.

To modify or remove any of the extra buttons, click on the downward arrow next to the name of the button. You will get the following options:

- **Rename Link:** Allows you to change the name of the button.
- **Hide Link:** Makes the link unavailable to students. (You can still see it in your course.)
- **Delete:** Removes the link from the course. Be careful, as this also removes all content in that particular link.

Finishing Your Course Copy – SafeAssign

If you copied a course that used **SafeAssign** (Blackboard's plagiarism checker), you will need to synchronize SafeAssign before having your students submit assignments. When you synchronize SafeAssign, Blackboard updates the links to the SafeAssign database to ensure that submissions are read and graded correctly. Here are the steps for synchronizing SafeAssign:

1. Enter your new (copied) course.
2. In the Control Panel, go to **Course Tools > SafeAssign > SafeAssignments**.

- Click on the **Synchronize this course** button. You will receive a green confirmation bar when the synchronization is complete.



Click the Synchronize this Course button

Note: A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content Areas, Staff Information or Settings. If none of these options is selected a warning will appear.

| <i>Course Material</i> | <i>Behavior when copied</i> |
|---|---|
| Information | All Staff Information is copied to the new course. |
| Content Areas | Copies Course materials, including uploaded files, Learning Modules, links. Users may also select to include Course Information, Course documents, Assignments, and External Links. |
| Adaptive Release rules for content | Copies all Adaptive Release rules for Course content. |
| Announcements | All Announcements are copied to the new Course. This option must be selected or the links in Announcements to Assessments will be broken. |
| Blogs | Copies all posts and replies. |
| Calendar | All Calendar events are copied to the new course. |
| Collaboration Sessions | Copies Collaboration Sessions. |
| Discussion Board | Discussion Board Forums, including the initial posts in each Forum, are copied to the new course. |
| Early Warning System Rules | Copies all Early Warning System rules. |
| Glossary | Copies the Glossary. |

| <i>Course Material</i> | <i>Behavior when copied</i> |
|--|---|
| Grade Center Items and Settings | Items in the Grade Center, and their settings, such as type, categories, and display options, are copied to the new course. |
| Group Settings | Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names. |
| Journals | Copies all entries and replies. |
| Settings | Some Course Settings will be copied. See Course Settings for more information. It is recommended you not select the Navigation Settings option, to avoid duplicate menu items. |
| Contacts | Copies all Contacts entered in the course. |
| Tasks | Copies all Tasks entered in the course. |
| Tests, Surveys, and Pools | All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course. |

Resolving Course Items

When copying content and tools from one course to an existing course, the Course Menu must resolve itself in the destination course. The table below describes the how Course Menu items are resolved.

| <i>If . . .</i> | <i>then . . .</i> |
|---|---|
| a Course area in the source course does not exist in the destination course | the area will be added to the Course Menu in the destination course. |
| the Course area in the source course and the Course area in the destination course have the same name and are of the same type (for example, External Links, Staff Information, or content) | the content from the source course will be added, but will not replace, the content in the area within the destination course. |
| the Course area in the source course and the Course area in the destination course have the same name but are of different types | the Course area from the source course will be added to the destination course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1). |

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https://mediacentral.princeton.edu/media/How+to+Copy+Blackboard+Content+Between+Course+Sites/1_frt1smpe

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fld@hartford.edu

Website: <http://www.hartford.edu/fld>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>