# UNIVERSITY OF HARTFORD

## FACULTY CENTER FOR LEARNING DEVELOPMENT

## Tips for Copying Blackboard Courses

**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.

| *Course Material* | *Behavior when copied* |
|---|---|
| **Instructor 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. |
| **Discussion Board** | Discussion Board Forums, including the initial posts in each Forum, are copied to the new Course. When you open the Discussion board for the first time, it will ask you to assign an author (either Anonymous or the Instructor). |
| **Early Warning System Rules** | Copies all Early Warning System rules. |
| **Glossary** | Copies the Glossary. |
| **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. |

| Course Material | Behavior when copied |
|---|---|
| **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.

| If . . . | then . . . |
|---|---|
| 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, but will fall to the bottom of the course menu. |
| 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, and will fall to the bottom of the course menu. |

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https://mediacentral.princeton.edu/media/How+to+Copy+Blackboard+Content+Between+Course+Sites/1_frt1smpc

# 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:** fcld@hartford.edu
**Website:** http://www.hartford.edu/fcld

**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