
Blackboard for Employees

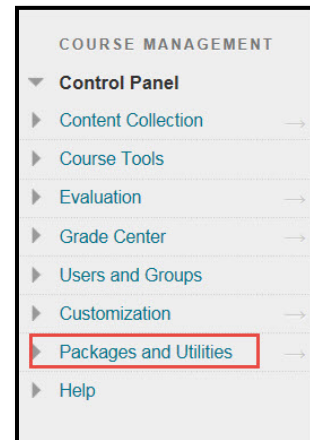
Course Copy

This document describes the process to copy course materials, information, and settings between Blackboard course sites.

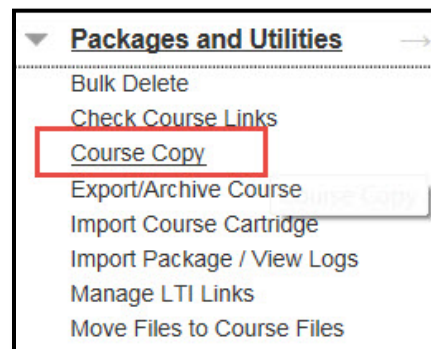
*Faculty choosing "select all" in the course copy process will transfer both instructor created materials as well as College generated template content including Support Resources, Bb Student Training, SJC Copyright, Versions Button, etc. To avoid duplication of items, faculty should select to copy **only** the instructor created items, settings, and buttons that have active materials and content.*

Instructions

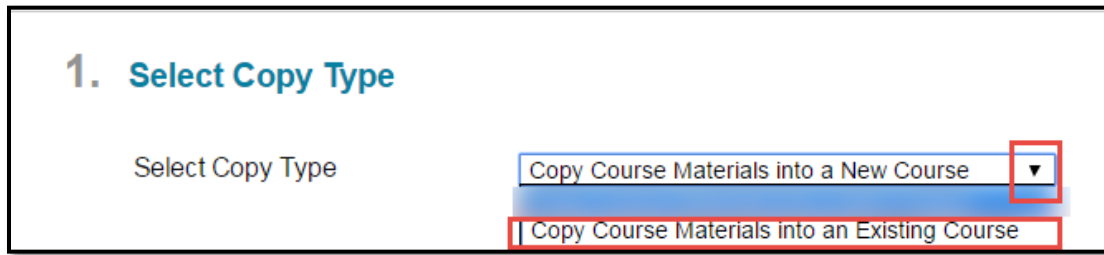
1. Start from within the Blackboard course site containing the source material to be copied. Click the **Packages and Utilities** button on the Control Panel.



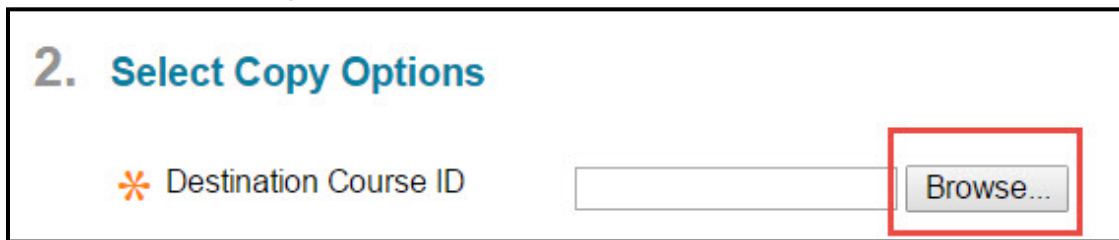
2. Choose **Course Copy** from the menu.



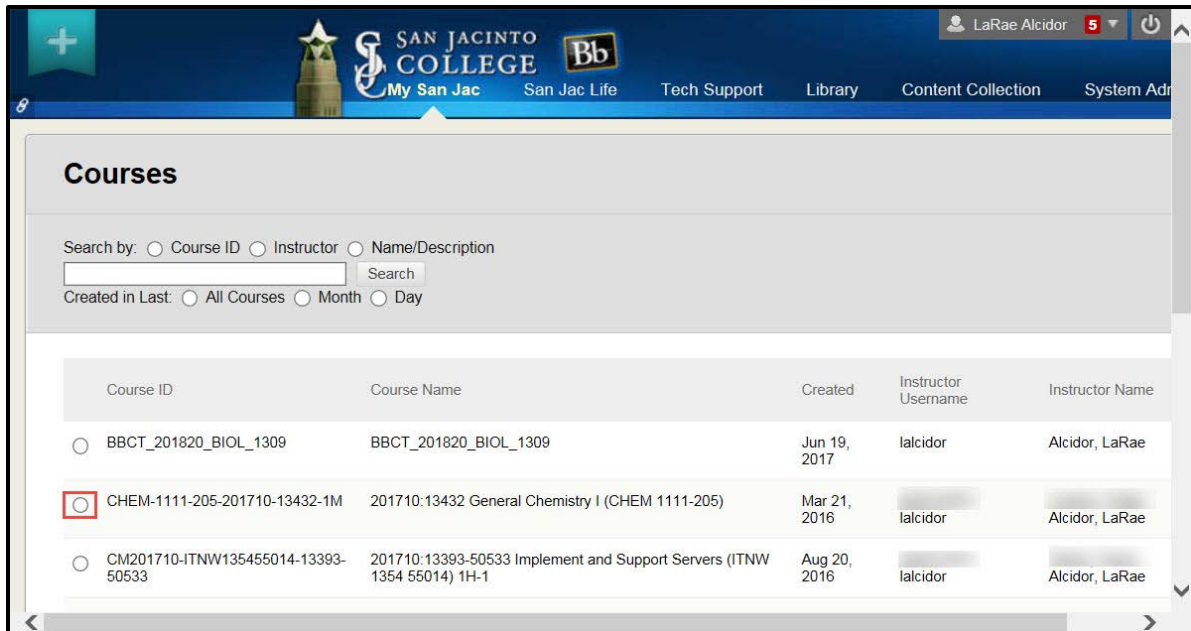
- For the Copy Type, select **Copy Course Materials into an Existing Course**.



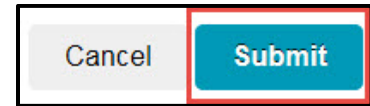
- For Copy Options, choose your destination course by clicking the **browse** button to open a new window.



- In the new window, click the **button** to the right of the desired course.



6. Click **Submit**.



7. Under Option 2, **Select Copy Options**, choose *only the items and setting most necessary for copying*.

Note: Faculty choosing "select all" in the course copy process will transfer both instructor created materials as well as College generated template content including Support Resources, Bb Student Training, SJC Copyright, Versions Button, etc. To avoid duplication of items, faculty should select to copy **only** the instructor created items, settings, and buttons that have active materials and content.

Mark the check boxes next to the desired content areas and buttons.

A screenshot of a web form titled "Select Copy Options". The form is enclosed in a black border. On the left side, there is a list of checkboxes with labels: "Content Areas", "Start Here", "Instructor Orientation", "Syllabus \ Calendar", "Course Content", "Common Assignment", "Group Project", "Student Bb Training", "Support Resources", "SJC Copyright Policy", and "Version". The "Start Here" checkbox is highlighted with a red square. Below this list is a section titled "Adaptive Release Rules for Content" with a gray background and a note: "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." Below this are more checkboxes: "Announcements", "Blogs", "Calendar", "Contacts", "Content Alignments", and "Discussion Board". At the bottom, there are two radio buttons: "Include starter posts for each thread in each forum (anonymized)" (which is selected) and "Include only the forums, with no starter posts". A red rounded rectangular callout box on the right side of the form contains the text: "Mark checkbox(es) for desired content area(s)."

Mark the check boxes next to the desired features and course settings.

- 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

8. Under File Attachments, select option two, **copy links and copies of the content**.

3. 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)

9. Click **Submit**.

Note: If the process is successful, a message will appear at the top of the page, informing you that your request has been added to the queue.

An email will be sent from the Blackboard system when the course copy process is complete.

Faculty should wait until this email is received before they begin to work in their course site.