

QUICK START: BLACKBOARD COURSE COPY

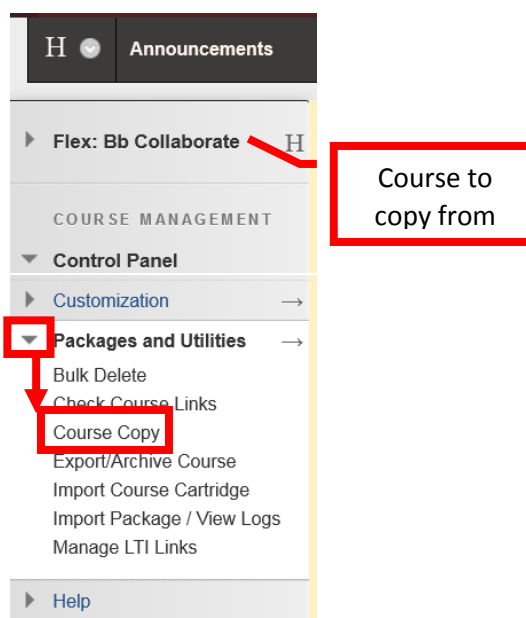
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Prior to copying a course, make sure to have the full and complete name of the course the material will be copied to (e.g. A161-HS100-15681)

BLACKBOARD COURSE COPY

A course copy in Blackboard is a quick, easy way to transfer material from a previous semester's course to a new course. The Course Copy will only transfer material, and will not provide a savable file with the course content. To obtain a savable file, use Export.

To copy a course, log onto Blackboard and access the **Course to be copied from**. On the Course Management Menu, click Packages and Utilities to expand the section. Select **Course Copy** from the menu.



On the Copy Course page, from the Select Copy Type pull down menu, select **Copy Course Materials into an Existing Course**. Enter the full Course ID Number in the **Destination Course ID** field (e.g. A161-KS102-10529). If the full Course ID Number is not known, click the **Browse** button. A dialog box listing all of the courses the instructor is assigned to will appear. Depending on the number of courses assigned to the instructor, it may take a few minutes for the dialog box to be populate. The Course list will show the full Course ID, the Course Name, the date the course shell was created, the instructor's user name, and the instructor's name. Click the check box next to the desired destination course to select it, then click the **Submit** button at the bottom right of the Courses dialog box.

Copy Course

SELECT COPY TYPE

Select Copy Type Copy Course Materials into an Existing Course

SELECT COPY OPTIONS

* Destination Course ID

Click for a list of courses

Courses – Blackboard Learn - Mozilla Firefox

https://rscdd.blackboard.com/webapps/blackboard/taglib/cp_search_course_popup.jsp?useDomains=true&courseType=course&user_id=&search_input=&text_field=window.opener.doc

Courses

Search by: ☐ Course ID ☐ Instructor ☐ Name/Description

 Created in Last: ☐ All Courses ☐ Month ☐ Day

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<u>Course ID</u>	<u>Course Name</u>	<u>Created</u>	<u>Instructor Username</u>	<u>Instructor Name</u>
<input type="radio"/> ABbTestCourse	A Bb Test Course	Apr 8, 2014	tc12345 mward	Cottrell, Tammy Ward, Michael
<input type="radio"/> BbBasics	Faculty Bb Basics: Technical Training Workshop	Dec 2, 2013	tc12345	Cottrell, Tammy
<input type="radio"/> BbBasicsStudents	Bb Basics for Students: Technical Training Workshop	Feb 19, 2014	mward tc12345	Ward, Michael Cottrell, Tammy
<input type="radio"/> FACVIDRES	Video Resources Technical Training Workshop	Apr 13, 2015	tc12345	Cottrell, Tammy
<input checked="" type="radio"/> TCTEMPCR	TCTEMPCR	Oct 14, 2015	tc12345	Cottrell, Tammy
<input type="radio"/> TCTEST	TC Test	Dec 29, 2015	tc12345	Cottrell, Tammy

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Displaying 1 to 25 of 27 items |

The Select Copy Options allows the instructor to select specifically what course content will be copied to the new course shell. To select all of the content (including Grade Center columns and settings, course settings, and banner images), click the **Select All** button at the top of the section. Under **Discussion Boards**, be sure to select the **Include only the Forums, with no Starter Posts** option. This will ensure that prior student posts will not be copied over. To select only specific content, click the check box to the left of the desired content item(s) to select it. Under **File Attachments** select

Copy Links and Copies of the Content. Once the selections have been made, click the **Submit** button at the bottom right of the page.

Select Course Materials

- ☐ Content Areas
 - ☐ Course Information
 - ☐ Handouts
 - ☐ Resources
- ☐ Adaptive Release Rules for Content
- ☐ Announcements
- ☐ Blogs
- ☐ Calendar
- ☐ Collaboration Sessions
- ☐ Contacts
- ☐ Content Alignments
- ☐ 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
- ☐ Group Settings
- ☐ Journals
- ☐ Retention Center Rules
- ☐ Rubrics
- ☐ Settings
 - ☐ Availability
 - ☐ Banner Image
 - ☐ Course Guest Access
 - ☐ Course Observer Access
 - ☐ Enrollment Options
 - ☐ Language Pack
 - ☐ Navigation Settings
- ☐ Tasks
- ☐ Tests, Surveys, and Pools
- ☐ Wikis

FILE ATTACHMENTS

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)

A green confirmation box will appear at the top of the Packages and Utilities page. Blackboard will send an Email when the copy process is complete.

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



Packages and Utilities

Once the Email is received, log into the Destination (new) Course. An orange banner at the top of the page will confirm that the course copy has been completed. The copied material should be in the

destination course. New menu items and content will be added at the bottom of the course menu or content page, and may need to be reordered.

SAC SCC CEC Internships/Jobs

H • > Announcements Edit Mode is: ON

Source TCFLEXBBCOLLAB | Destination TCTEST is Complete. To access the detailed log, click [here](#)

Bb Blackboard **Blackboard Collaborate**

Announcements

Create Announcement

New announcements appear below this line

Template Usage

Item is not available.

Posted on: Friday, September 25, 2015 8:19:00 AM PDT

The purpose of this Blackboard Template is to assist faculty with a jump-start in using Blackboard AND for students to have a uniform organized approach in locating their materials. Look around this structure and determine how you would like to use it! Then, use "TEMPLATE INSTRUCTIONS" to get started! Questions? Please contact DE! We would appreciate Feedback, please take our Template Survey

Posted by: Blackboard Administrator
Posted to: TC Test