



Blackboard

# Blackboard 9 Importing

## Copy Course to New Semester or Section

### Issues and Answers

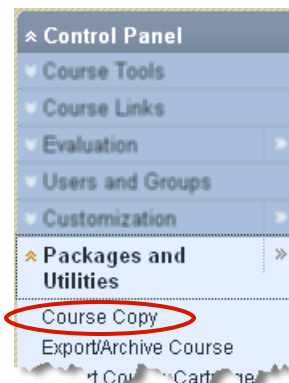
**Issue:** My new shell doesn't have the copied material

**Answer:** You will receive an email indicating the process completed. If you don't receive an email, contact the CTLT at ext. 2858. **Do NOT attempt the Copy Course again.** If you receive the email but your materials didn't copy, contact the CTLT at ext. 2858.

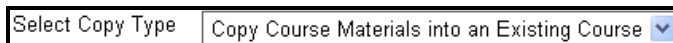
**Issue:** I forgot to check a box for a material area I need copied.

**Answer:** Some areas, like Discussion Boards may bring the content but leave off the Navigation Menu item. Try adding the tool to the menu first then check for the content. If it is still missing, you can run the Copy Course again but make sure you ONLY check the boxes for missing areas.

To copy a course, go to the Control Panel, expand Packages and Utilities, then click on Course Copy.



**Copy Course Materials into an Existing Course** should be selected for the Select Copy Type.

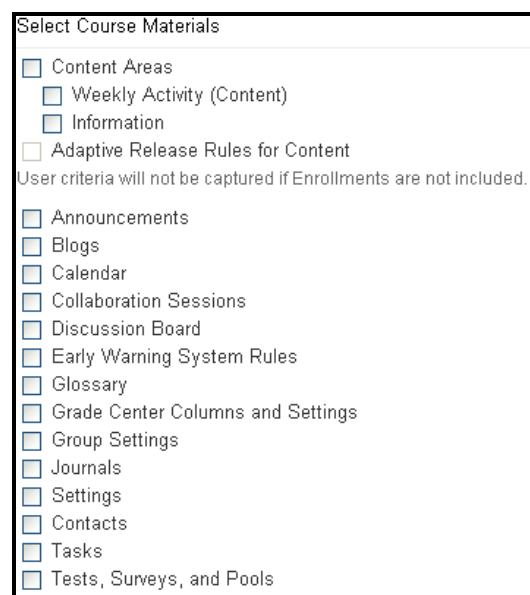


Click Browse to select the proper course from your available courses. *(You will not see the Browse button until you change Select Copy Type.)*



Check the boxes for all appropriate areas. Some guiding principles are:

- Adaptive Release is generally used for special circumstances during a course so usually you will NOT select this box.
- Be sure to select Settings to copy any special configurations you setup for your course.
- Be sure you select the Grade Center Columns and Settings to preserve your setup.
- All Content Areas will probably be checked so content you created is copied over.
- All other boxes not mentioned from Announcements through Tests, Surveys, and Pools should be checked if you know you use that tool but see Page 2 of this job aid for specific details on the tools.



The Enrollments box should stay  Enrollments  Include Enrollments in the Copy UNCHECKED in most instances. If checked, students will be copied over from the old course into the new course.

### Publisher Content Access Through a Student Purchased Access Code:

You will see an additional option to check for **Course Cartridge Materials**. This must be checked before you submit the Course Copy.



### How the Copy Works with Different Materials

Course Material	Behavior When Copied
Content Areas	Copies all content including folders, learning modules, and links
Adaptive Release Rules for Content Early Warning System Rules	Copies all rules
Grade Center Columns and Settings	Items in the Grade Center, and their settings, such as type, categories, and display options, are copied to the new course
Blogs Journals	Copies all entries and replies
Collaboration Sessions	Copies all sessions
Settings	Copies Course Name, Course Description, Course Entry Point, Course Style, Course Banner, and Tool settings
Discussion Board	Discussion Board Forums, <b>including the initial post of each thread in each Forum</b> , 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
Announcements Calendar Glossary Contacts Tasks	Copies all entries
Messages	No messages are copied only an empty Messages area is created
Tests, Surveys, and Pools	All Pools, Assessments and Surveys, including questions and options for deploying them are copied.

#### After the Course Copy completes, go to your new shell to check:

1. The order of items in your Navigation Menu and possible missing menu items such as Discussion Boards. Move items or add as necessary.
2. Your course entry point (see **Setting Course Entry Point and Settings** job aid for details).
3. Entries in Discussion Board Forums, Announcements, Calendar, and Tasks.

**Note:** Make sure you receive an email stating the Course Copy completed before you check the new shell. Do NOT run the Copy Course again. Contact the CTLT at ext. 2858 if you see an issue.