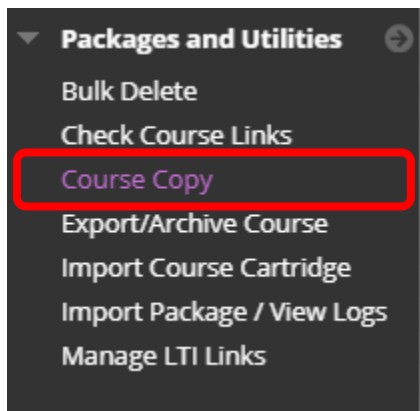


How to copy a course in Blackboard

How to copy a course in Blackboard 9.1?

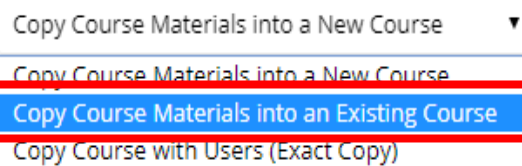
Please Note: When you perform Step 3 and Step 7, please see the screenshots. You may copy content from one Blackboard 9 course shell into another course shell. To do this:

1. Select Packages and Utilities in the Control Panel area of your developmental course (the source course which you want to pull out the content from).
2. Choose Course Copy.
3. In the Select Copy Type area, select Copy Course Materials into an Existing Course.



SELECT COPY TYPE

Select Copy Type



Explanation for the above three options:

Copy Course Materials into a New Course creates a new course without any students in it. Do not select this option.

Copy Course Materials into an Existing Course adds content to a course which you are assigned to teach. Select this option. This is the right choice.

Copy Course with Users (Exact Copy) is useful if a course is split into multiple sections. Do not select this option.

4. Click Browse to locate the Destination Course ID.

SELECT COPY OPTIONS

* Destination Course ID

5. Search by Course ID, Instructor or Name/Description to access your course list.
6. Select the button next to the Destination Course ID.
7. Select the items you would like to copy (* If you want to copy all course materials, click on the Select All button under the Select Course Materials.) and click Submit. * You may need to scroll to the bottom right hand side of the screen to see the Submit button.

Select Course Materials

 Content Areas Home Page Information Content About This Course Module 1: An Overview of the Ultra Experience Module 2: An Introduction to Building Ultra Courses Module 3: Providing Content to Students Module 4: Engaging and Assessing Students Module 5: Facilitation Tools Course Completion Teacher Training Videos

An email will be sent once the Course Copy task is complete. Once this email is received in 2 your St. John's email account, check the destination course to verify that the selected materials were copied successfully from the original course.

If you want to keep all previous posts but want to use the instructor's name as the author's name instead of Anonymous, click on the pull-down arrow (see screenshot below) and set the instructor's name as author when the Set Author of Anonymous Posts window pops up.

If you don't want these Anonymous posts in your new course, you can delete them easily.

1. Select the Anonymous posts which you want to delete.
2. Click on the Delete button.