Copy the information from your previous course to a new semester in Blackboard.

- **Login** to the new course.
- **Delete** the default links.

Go to the course in Blackboard where you want the content from the previous course.

Delete the links that are there by default. Content will be added to the course and these links will be redundant and confused with my content. Delete everything. Any of these links can be added back later if you decide you need them.
To delete the links, roll over the link and look for the drop down arrow on the right.

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- **Rollover** the drop-down arrow

To delete the links, roll over the link and look for the drop down arrow on the right.

- **Click** the down arrow
- **Select** “Delete”
Here is how my menu looks just before I import my content.
To copy the materials from the previous course to the new one:

- **Go to** the previous course
- **Go to** the “Control Panel”
- **Click** on “Packages and Utilities”
- **Click** on “Course Copy”

Log into the course that has the content you’d like to move to another course.

Navigate to the Control Panel in the bottom left of your course screen.
If you don’t choose “Copy Course Materials into an Existing Course” you won’t see the “Browse” button.

A small browser window will pop up that lists your other course. **Note: If you choose the wrong course and click submit on the next page, any data in that course may be overwritten. Please double-check that you’re moving files to your intended course.**
• Select the course you want to copy into
• Click “Submit”

Select the checkbox to the left of the intended course, click “Submit” and you’ll return to the previous setup page.

Here you have the option to move over tests, assignments, calendar events, journals, announcements, Discussion Boards, and more. For a complete course copy use the “Select All” button.

• Click “Select All”
- **Deselect** “Announcements”
- **Select** “Include only the forums with no starter posts”

If you don’t want all your announcements from the old course moved to the new course, uncheck the box. You won’t want all the student posts from the old semester so select the second option under Discussion Boards.
• Click “Submit”

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)

4. Enrollments

Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

Enrollments
- Include Enrollments in the Copy

5. Submit

Leave this blank. You don’t want any enrollments copied over.

Click Submit to proceed. Click Cancel to go back.

Go with the defaults for the #3 and #4.

The copy process will begin. It can take several minutes to complete. You will get an email when it is done.
Customize Your Course Menu

To change your course menu colors and text use the “Teaching Style” link on the Control Panel under “Customization.” Options are also available under this link to change the overall look and feel of the course.
Blackboard 9 Resources

Tarleton website - lots of links to videos
http://online.tarleton.edu/fac_dev/applications/Blackboard9/Blackboard9.htm

Inline Assignment tool grading video
http://www.youtube.com/watch?v=3X9Rerz0VX0&elq=b75490f75bad4d1697bb0d615f845d3b&elqCampaignId=5344

Palomar College Website - Blackboard Inline Assignment Grading from
http://www2.palomar.edu/pages/atrc/2013/03/18/blackboard-inline-assignment-grading/ (Detailed eight minute video that also shows the student perspective.)

Social media:
http://www.youtube.com/watch?v=1CMATBAkj4E&elq=b75490f75bad4d1697bb0d615f845d3b&elqCampaignId=5344

Blackboard TV
http://www.youtube.com/user/BlackboardTV?feature=watch

Videos created by Blackboard:
http://ondemand.blackboard.com/r9/understand.htm