To copy the materials from an old course to a new semester:

- Go to the old 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.
• Select “Copy Course Materials into an Existing Course”

1. Select Copy Type

Select Copy Type

Copy Course Materials into an Existing Course

• Click “Browse”

2. Select Copy Options

× Destination Course ID

Browse...

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 new course, click “Submit” and you’ll return to the previous setup page.

- **Click** “Select All”

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.
- **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 also won’t want all the student posts from the old semester so select the second option under Discussion Boards.
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