

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”

If you don't choose “Copy Course Materials into an Existing Course” you won't see the “Browse” button.

1. Select Copy Type

Select Copy Type

Copy Course Materials into an Existing Course ▾

- **Click** “Browse”

2. Select Copy Options

* Destination Course ID



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.

Courses

Search by: Course ID Instructor Name/Description
 Search

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="checkbox"/> J_R_T_C	Joe Renieri Test Course	Apr 17, 2013	rrenieri	Renieri, Raymond
<input type="checkbox"/> Sul_Ross_Test_Course_and_Survey	Sul Ross Test Course and Survey	Mar 3, 2013	rrenieri	Renieri, Raymond
<input type="checkbox"/> bb9_testing_course	BB9 Testing Course	Apr 11, 2013	rrenieri	Renieri, Raymond

Displaying 1 to 3 of 3 items

- **Click** “Select All”

2. Select Copy Options

* Destination Course ID: 2015_FALL_18395_ED_6311

Select Course Materials

Content Areas

- Home Page
- Syllabus
- Course Documents
- Group Project Info
- Group Member Evals
- Assignments

Adaptive Release Rules for Content
User criteria will not be captured if enrollments are not included. Assign submissions will not be captured if the Grade Center columns and setting included.

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"

A screenshot of the Blackboard course copy options. A list of items is shown with checkboxes: Announcements (unchecked), Blogs (checked), Calendar (checked), Collaboration Sessions (checked), Contacts (checked), Content Alignments (checked), and Discussion Board (checked). Below the Discussion Board, there are two radio button options: "Include starter posts for each thread in each forum (anonymized)" (unselected) and "Include only the forums, with no starter posts" (selected). Two red arrows point to the "Announcements" checkbox and the selected radio button option.

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.


- Click "Submit"

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

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 and copies of the content

Copy links to Course Files

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

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

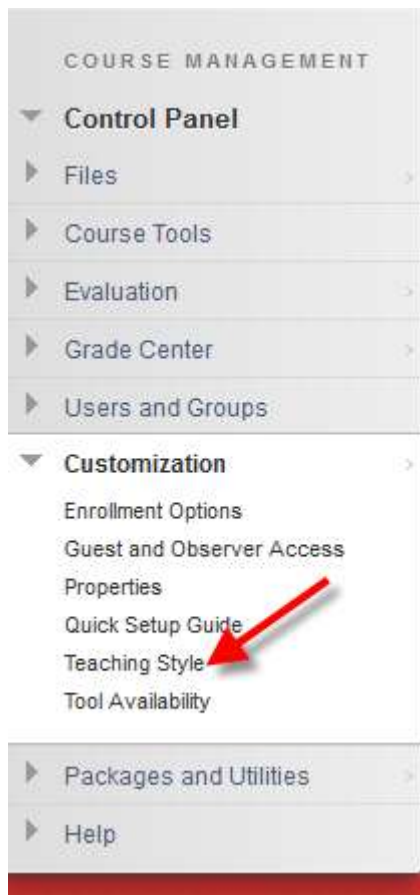
5. Submit

Click **Submit** to proceed. Click **Cancel** to go back.

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>