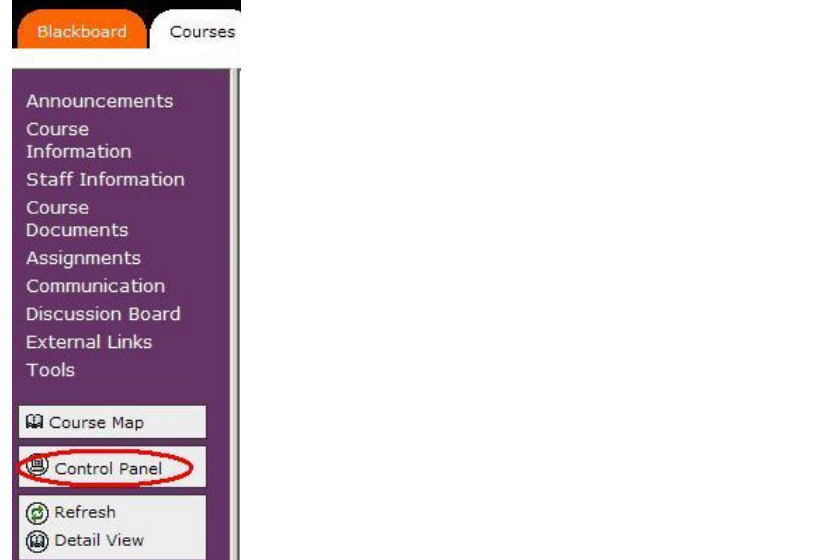


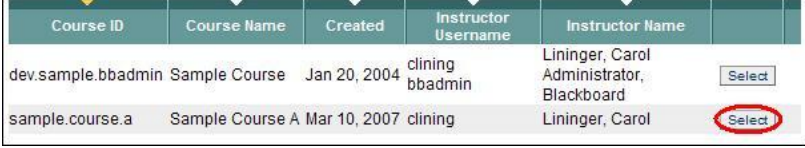
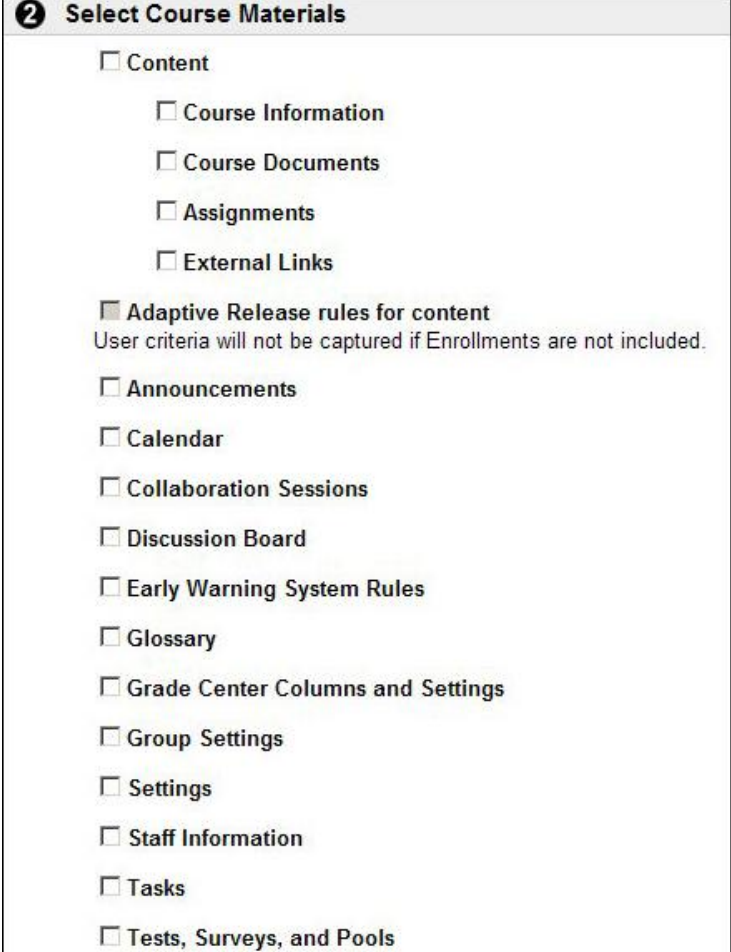



How do I copy course content from a previous semester's course to another course or development shell?

(Known Issue with Course Copy: If you are copying content from a course shell created before the upgrade to Blackboard 7 on May 13, 2005, to a new course shell, extra menu areas may be created. See <http://www.bgsu.edu/its/software/page10736.html#q5b> for details.)

<p>1. On the main page of the course site you wish to copy, click the Control Panel.</p>	
<p>2. On the control panel under "Course Options, click "Course Copy".</p>	
<p>3. Click "Browse" to view courses you can access.</p>	<p>Appropriate privileges are needed to copy materials to a destination.</p> <p><b>1 Course Selection</b></p> <p>* Destination Course ID <input type="text"/> <input type="button" value="Browse..."/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Examples of course IDs: 20051.EDFI.408.M.010 OR dev.sample.ffalcon</p> </div>

<p>4. Choose your search criteria, enter the required text and click "Search".</p>																
<p>5. When you have located the course you want to copy, click the "Select" button associated with it.</p>	 <table border="1"> <thead> <tr> <th>Course ID</th> <th>Course Name</th> <th>Created</th> <th>Instructor Username</th> <th>Instructor Name</th> </tr> </thead> <tbody> <tr> <td>dev.sample.bbadmin</td> <td>Sample Course</td> <td>Jan 20, 2004</td> <td>clining bbadmin</td> <td>Lining, Carol Administrator, Blackboard</td> </tr> <tr> <td>sample.course.a</td> <td>Sample Course A</td> <td>Mar 10, 2007</td> <td>clining</td> <td>Lining, Carol</td> </tr> </tbody> </table>	Course ID	Course Name	Created	Instructor Username	Instructor Name	dev.sample.bbadmin	Sample Course	Jan 20, 2004	clining bbadmin	Lining, Carol Administrator, Blackboard	sample.course.a	Sample Course A	Mar 10, 2007	clining	Lining, Carol
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sample.course.a	Sample Course A	Mar 10, 2007	clining	Lining, Carol												
<p>6. Click all of the checkboxes for items you wish to include in your copy.</p>	 <p><b>2 Select Course Materials</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Content <ul style="list-style-type: none"> <li><input type="checkbox"/> Course Information</li> <li><input type="checkbox"/> Course Documents</li> <li><input type="checkbox"/> Assignments</li> <li><input type="checkbox"/> External Links</li> </ul> </li> <li><input checked="" type="checkbox"/> Adaptive Release rules for content User criteria will not be captured if Enrollments are not included.</li> <li><input type="checkbox"/> Announcements</li> <li><input type="checkbox"/> Calendar</li> <li><input type="checkbox"/> Collaboration Sessions</li> <li><input type="checkbox"/> Discussion Board</li> <li><input type="checkbox"/> Early Warning System Rules</li> <li><input type="checkbox"/> Glossary</li> <li><input type="checkbox"/> Grade Center Columns and Settings</li> <li><input type="checkbox"/> Group Settings</li> <li><input type="checkbox"/> Settings</li> <li><input type="checkbox"/> Staff Information</li> <li><input type="checkbox"/> Tasks</li> <li><input type="checkbox"/> Tests, Surveys, and Pools</li> </ul>															
<p>7. Click the Submit button.</p>																

A process will start to copy your course to the destination shell you specified. You will receive an email message when the copy is complete.

rev. 8/19/2008