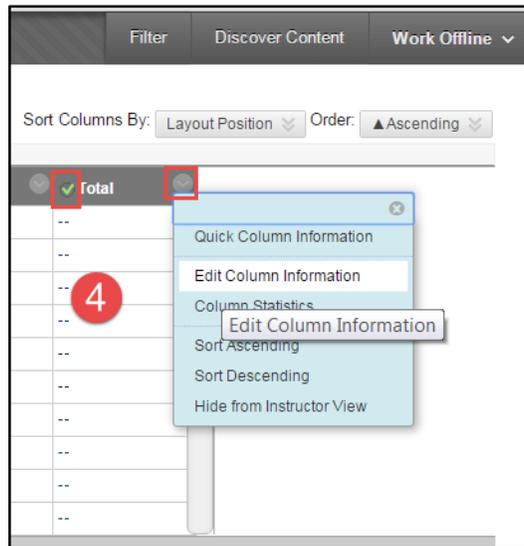


# Copy a Course in Blackboard

## STEP A (Prepare the BLANK course):

1. In the course you want to copy TO (the one that does **NOT** contain content), go to the Grade Center, then Full Grade Center.
2. Locate the **Weighted Total** and **Total** columns.
3. Using the contextual menu beside the **Weighted Total** column, select **Delete Column**, then click **OK** to delete it from the Grade Center.
4. You will be unable to delete the **Total** column, because it is set as the external grade (see green check mark). So using the contextual menu beside the **Total** column, select **Edit Column Information**.



5. Rename this column **Delete** in the Column Name blank, so you will know which column to delete once you have finished copying the course (Step C). Click **Submit**.

### Edit Total Column 5

\* Indicates a required field.

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**COLUMN INFORMATION**

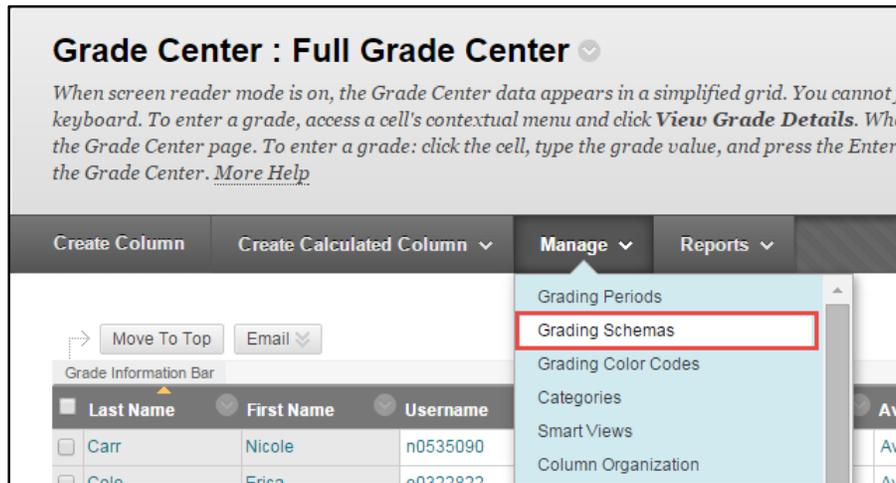
\* Column Name

Grade Center Name

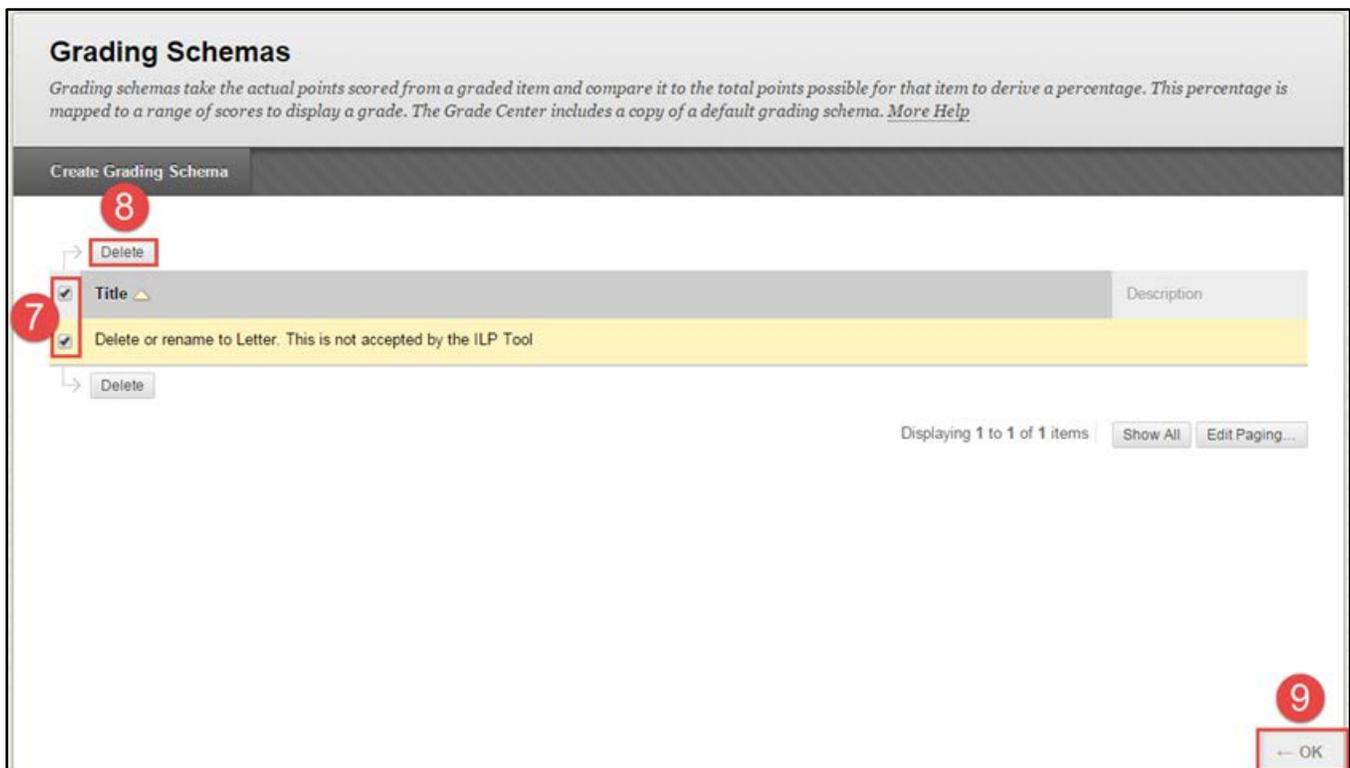
Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

# Copy a Course in Blackboard

- Back in the Full Grade Center, select **Manage**, then **Grading Schemas**.

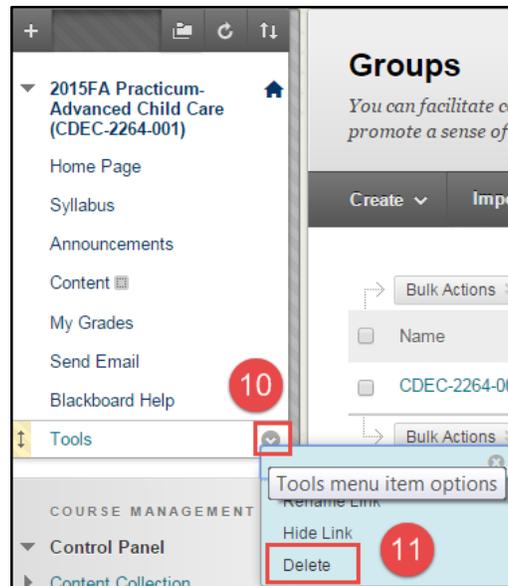


- Click the check box next to **“Delete or rename to Letter. This is not accepted by the ILP Tool”**. *You do not need this grading schema, because the correct one (named **Letter**) will be copied over from the course that has content.*
- Click the **Delete** button.
- Click **OK**.

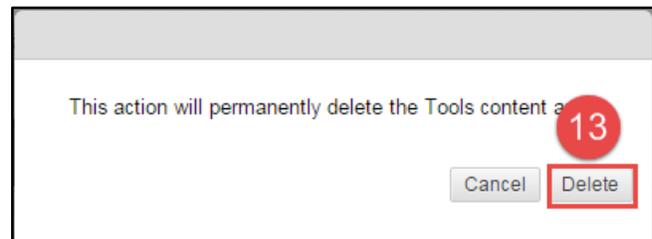
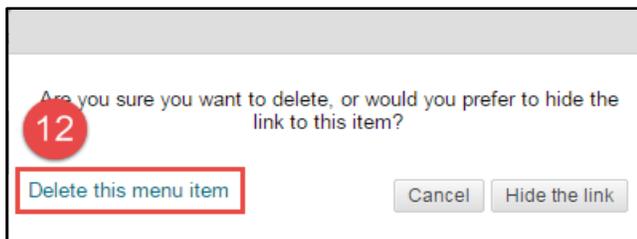


# Copy a Course in Blackboard

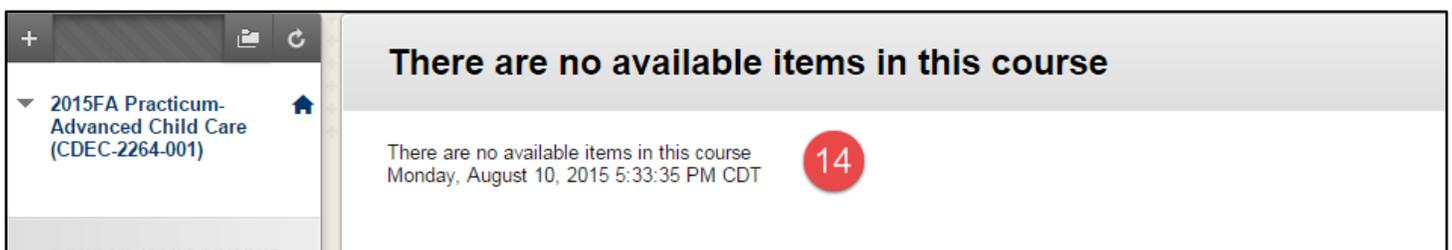
10. Finally, *starting at the bottom of the menu*, delete all of the existing menu items in this course. Click the contextual menu next to each menu item.
11. Click Delete.



12. Click Delete this menu item.
13. Click Delete again.



14. Repeat steps 10-13 with each menu item until you see the message "**There are no available items in this course**".

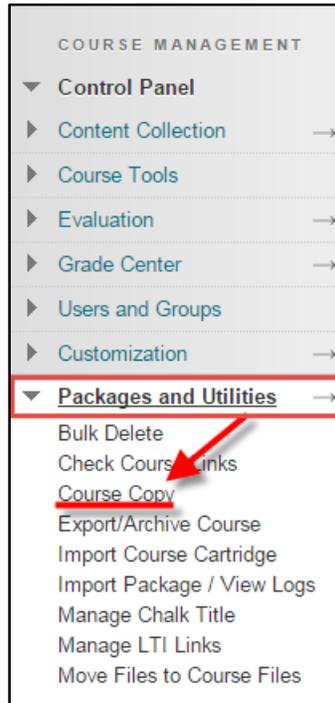


This course is ready to receive the content from the other course. Now open the course that **DOES** contain content (usually your Development shell). *Proceed to **Step B** on the following page.*

# Copy a Course in Blackboard

## Step B (Copy content):

1. In the **Course Management** area of the course you want to copy **FROM** – (the one containing content), click **Packages and Utilities**, then **Course Copy**.



2. In the Select Copy Options section, click the **Browse** button.

A screenshot of the 'SELECT COPY OPTIONS' form. It features a text input field labeled 'Destination Course ID' with a red asterisk icon to its left. To the right of the input field is a red-bordered button labeled 'Browse...'.

3. In the pop-up window, find the course that you want to copy **TO**. Click the radio button next to the **Course ID**, and then click **Submit**.

A screenshot of a Blackboard pop-up window titled 'Courses - Blackboard Learn - Google Chrome'. A green-bordered note at the top reads: 'Note: If the course is one to be taught in the upcoming semester, the **Course ID** will be a 6-digit number, and the **Course Name** will begin with the year and the semester, such as 2015FA for a Fall 2015 course.' Below the note is a table of courses with columns for Course ID, Course Name, Created, Instructor Username, and Instructor Name. The first row is highlighted in yellow and has a radio button selected next to its Course ID (141637).

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input checked="" type="radio"/> 141637	2014FA FYS - Learning Framework (EDUC-1300-036)	Aug 6, 2014	hlvoran lcjackson	Voran, Heather Jackson, Leanne
<input type="radio"/> 146412	2015SU Composition II (ENGL-1302-008)	Jun 6, 2015	rreaston hlvoran	Easton, Rebecca Voran, Heather
<input type="radio"/> 146689	2015SP Let's Learn about Learning Styles (NFPD-1601-2923)	Jan 9, 2015	ketaylor nlemaster	Taylor, Kay Lemaster

# Copy a Course in Blackboard

- The Course ID for the course you selected will now appear in the **Destination Course ID** blank.
- Under Select Course Materials, click **Select All**.
- If you have **Discussion Boards** in your course, select “**include only the forums, with no starter posts**”.

**SELECT COPY OPTIONS**

✳ Destination Course ID

Select Course Materials

- Content Areas
  - Home Page
  - Information
  - Content
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings

- In the File Attachments section choose one of the following options:
  - IF you have any of the following content, click the **THIRD** option that says “**Copy links and copies of the content (include entire course home folder)**”:
    - Adobe Captivate
    - Adobe Presenter
    - PowerPoints *that are linked to an html document* (not just regular PowerPoints uploaded to the course)
    - Textbook publisher content (Cengage, Elsevier, etc.)
    - Softchalk files (NOT Softchalk Cloud)
  - IF you have none of the above content, click the **SECOND** option that says “**Copy links and copies of the content**”.

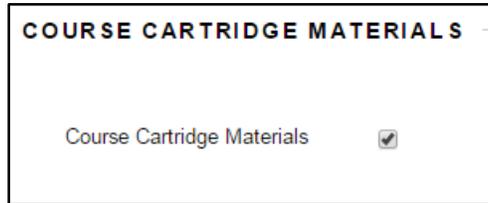
**FILE ATTACHMENTS**

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)

# Copy a Course in Blackboard

8. If your course contains content from a Publisher Course Cartridge, you may see this section on the copy page (most will NOT). Click the check box:

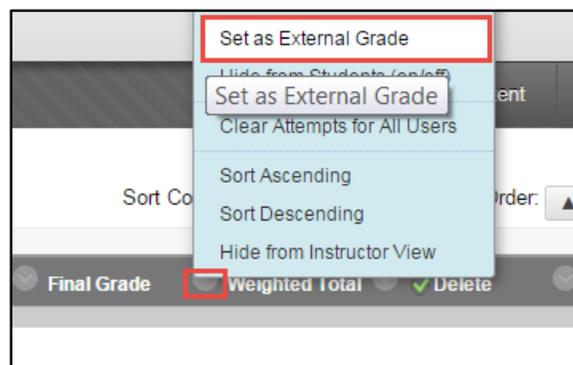


9. Click **Submit**. You will receive an email when the course has finished copying content. This may take a while, depending on the size of your course.

There is one final, VERY IMPORTANT step. Return to the course you have copied content TO (the one we prepared in Step A). Proceed to Step C below:

## STEP C (Set your external grade column, and delete the column you renamed “Delete” in step A).

1. Once you receive the email stating that the course copy is complete, return to the course you copied content TO (usually the course you will be teaching in the coming semester, such as 2015FA ENGL-1305-001).
2. In the Course Management area of the course go to Grade Center, then Full Grade Center.
3. Find the column you use for the Final Grade in the course—*it may be named Course Grade, Final Grade, Course Average*—whatever you have named it, select the contextual menu on the right side of this column and select **Set as External Grade**.

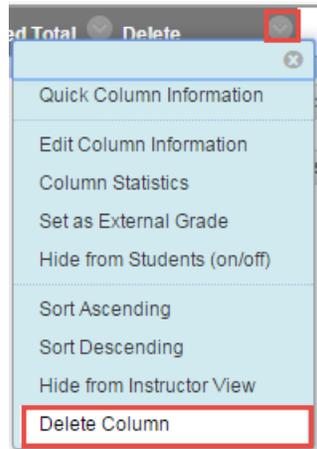


4. Notice that the green check mark now appears to the left of this column.



# Copy a Course in Blackboard

5. Finally, use the contextual menu to the right of the "Delete" column, and select **Delete Column**.



**Congratulations! Your course is ready to begin the semester!**

## **IMPORTANT NOTE:**

**At the end of the semester, you may wish contact [ctlhelp@actx.edu](mailto:ctlhelp@actx.edu) to Bulk Delete your development shell. Once you have been contacted that this has been done, repeat the process above, copying FROM the course you just taught TO your Development shell, so you will have a clean, updated copy of the course for the next semester.**