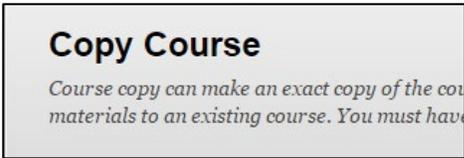
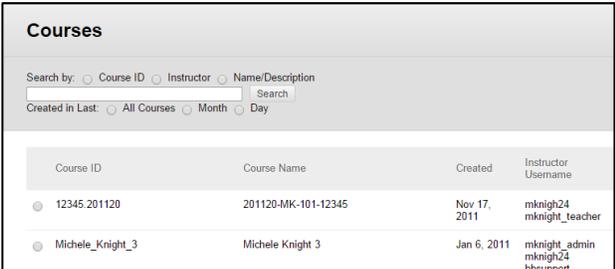
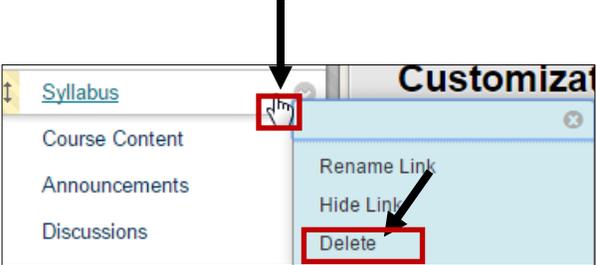


Here are the steps to copy a Blackboard Course site (Watch Video)

<h3>How to Copy a Course</h3>	<h3>1. Go to the Control Panel Packages and Utilities Course Copy</h3>												
<p>As you are developing materials in Blackboard, at some point, you will need to copy materials from one course to another. This may be copying one of the sites with your first and last name into a five digit CRN site you will use with students. Or you may wish to copy the previous semester's 5 digit CRN site into a new semester's course to use with students.</p> <p>When is it safe to copy from my Development site, (the site with my First and Last Name) to my live course (the site with a five digit CRN)?</p> <p>It is safe to begin working in your delivery site <i>when you are sure that your class will run, and is not going to be cancelled.</i></p> <p>To copy a Blackboard Course, you must enter the course that contains the course materials that you want to copy. This might be your development site (first name, last name), or the previous semester site.</p>	<ol style="list-style-type: none"> In the <i>Control Panel</i> (under the left hand course tools menu), click the <i>Packages and Utilities</i> option to expand the menu.  Under <i>Packages and Utilities</i> select the <i>Course Copy</i> option.  This opens the <i>Copy Course</i> Screen  												
<p style="text-align: center;">2. SELECT COPY TYPE</p>	<p style="text-align: center;">3. SELECT COPY OPTIONS</p>												
<h3>Select Copy Type</h3> <p><i>The Correct option is selected by default, to Copy Materials into an Existing Course.</i> You will be copying your course materials into a course that was created for you through Banner, which contains your students. Thus, the correct option is to Copy Course Materials into an Existing Course.</p> 	<h3>Select Copy Options</h3> <p>Under Select Copy Options Click the Browse... button to browse for the course where you would like to copy current course content.</p> <p>Note: Remember that you are looking for the new, blank course where you would like to copy your new content.</p> <p>When you click the Browse button, it will open your Courses List in a new window.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Course ID</th> <th>Course Name</th> <th>Created</th> <th>Instructor Username</th> </tr> </thead> <tbody> <tr> <td>12345.201120</td> <td>201120-MK-101-12345</td> <td>Nov 17, 2011</td> <td>mknight24 mknight_teacher</td> </tr> <tr> <td>Michele_Knight_3</td> <td>Michele Knight 3</td> <td>Jan 6, 2011</td> <td>mknight_admin mknight24 bbuaccount</td> </tr> </tbody> </table>	Course ID	Course Name	Created	Instructor Username	12345.201120	201120-MK-101-12345	Nov 17, 2011	mknight24 mknight_teacher	Michele_Knight_3	Michele Knight 3	Jan 6, 2011	mknight_admin mknight24 bbuaccount
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<div data-bbox="191 191 548 268" style="border: 1px solid black; padding: 5px; text-align: center;"> SELECT COPY OPTIONS </div> <p style="text-align: right; color: blue;">continued</p> <div data-bbox="198 283 349 430" style="border: 1px solid gray; padding: 5px;"> <p>Created ▲ Jan 15, 2014</p> </div> <p>Hint: If you are confused about which CRN to copy, look in the <i>Created</i> column. It is likely that the site that you are looking to copy into is a site with a recent creation date. (You may also sort by the created column.)</p> <p>Select the radio button next to the new course where you could like to copy your content.</p> <div data-bbox="191 604 782 760" style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Course ID</th> <th style="text-align: left;">Course Name</th> </tr> </thead> <tbody> <tr style="background-color: #ffffcc;"> <td><input checked="" type="radio"/> 12345.201120</td> <td>201120-MK-101-12345</td> </tr> </tbody> </table> </div> <p style="text-align: center;">Click Submit on the bottom of the courses window.</p> <p>The Select Copy Options Destination Course ID Field will update with the Course you Selected using the steps above.</p> <div data-bbox="191 976 792 1102" style="border: 1px solid gray; padding: 5px;"> <p>SELECT COPY OPTIONS</p> <p>* Destination Course ID <input type="text" value="12345.201120"/> Browse...</p> </div>	Course ID	Course Name	<input checked="" type="radio"/> 12345.201120	201120-MK-101-12345	<div data-bbox="876 220 1347 262" style="text-align: center; color: blue;"> 4. Select Course Materials to copy </div> <p>Next, you need to Select Course Materials to copy into the new course. If you want an exact copy of the content in your site, normally you will select all of the Course Materials available in your Course Site. There is a convenient select all button located below Select Course Materials.</p> <div data-bbox="828 504 1112 619" style="border: 1px solid gray; padding: 5px;"> <p>Select Course Materials</p> <p>Select All Unselect All</p> </div> <p>Click this button to select the appropriate materials to be copied into the new site.</p> <div data-bbox="836 661 1096 840" style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Content Areas <input checked="" type="checkbox"/> Home Page <input checked="" type="checkbox"/> Syllabus <input checked="" type="checkbox"/> Course Content </div> <p>After you have selected all, everything will be selected except Course Guest Access, and Course Observer Access, which are settings that cannot be copied.</p> <p>If you are using the Discussion Board, you will need to decide which discussion board copy setting to use:</p> <div data-bbox="836 987 1421 1092" style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Discussion Board <ul style="list-style-type: none"> <input checked="" type="radio"/> Include starter posts for each thread in each forum (anonymized) <input type="radio"/> Include only the forums, with no starter posts </div> <p>Include Starter Posts for Each Thread (anonymized): Will copy the first post in each forum, with the word anonymous.</p> <p>Include only the forums with no starter posts: Copies only the Blackboard discussion forums, and no posts.</p> <p>After selecting your Discussion board settings, you are ready to move on to the File Attachments section.</p>
Course ID	Course Name				
<input checked="" type="radio"/> 12345.201120	201120-MK-101-12345				
<div data-bbox="235 1438 592 1512" style="border: 1px solid black; padding: 5px; text-align: center; color: blue;"> 5. FILE ATTACHMENTS </div> <p>In the File attachments section, ensure that the third Option Copy links and copies of the content (include entire course home folder) is selected. This option is the default, but please check the setting to be option #3 is selected.</p> <p>This will copy all course files from one course to another, and will ensure that all of your content remains intact as you copy courses from semester to semester.</p> <div data-bbox="191 1774 803 1890" style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <input type="radio"/> Copy links to Course Files <input type="radio"/> Copy links and copies of the content <li style="border: 2px solid red; padding: 2px;"><input checked="" type="radio"/> Copy links and copies of the content (include entire course home folder) </div>	<div data-bbox="876 1438 1364 1501" style="border: 1px solid black; padding: 5px; text-align: center; color: blue;"> 6. Do not check ENROLLMENTS ! </div> <p>Do Not check the box labeled Include Enrollments in the copy in the enrollments section! Your enrollments are already in your new course. If you check this box, you will be copying the students from your old course into the new course!</p> <div data-bbox="828 1774 1437 1869" style="border: 1px solid gray; padding: 5px;"> <p>Enrollments <input checked="" type="checkbox"/> Include Enrollments in the Copy</p> </div>				

<p>7. Click </p> <p>After you have completed all of the steps above, click the  button at the bottom of the screen.</p> <p>You will see a success message at the top of the screen indicating that your course is in the copy queue.</p> <div data-bbox="196 489 784 594" style="border: 1px solid black; padding: 5px;"> <p style="background-color: #4CAF50; color: white; padding: 2px;">Success: Course copy action queued. An email will be sent when the process is complete.</p> <p style="background-color: #f5f5f5; padding: 5px;">Packages and Utilities</p> </div>	<p>8. Wait for Confirmation Email</p> <p><i>It may take a while for the site to copy if the site is large, so please refrain from copying the site more than once. This will lead to a messy blackboard site with duplicated content and menu items.</i></p> <p><i>When your site has finished copying, you will receive an email at your Montgomery College email address indicating that the site was copied.</i></p> <p><i>This email will have a subject line, Course Copy process complete.</i></p> <div data-bbox="818 611 1253 688" style="border: 1px solid black; padding: 5px;"> <p> Blackboard System - donotr... </p> <p>Course Copy process complet...</p> </div> <p>An example of the Email is show Below.</p> <div data-bbox="818 758 1430 947" style="border: 1px solid black; padding: 5px;"> <p><small>From: Blackboard System - donotreply@montgomerycollege.edu <do-not-reply@blackboard.com> Sent: Fri 6/5/2015 11:03 AM</small></p> <p><small>To: Knight, Michele</small></p> <p><small>Cc:</small></p> <p><small>Subject: Course Copy process complete. [bb-montgomerycollege.blackboard.com]</small></p> <p>The following Course Copy process has completed: Source Michele_Knight_4_new_11 Destination 12345.201120</p> <p>The results of the process are shown below.</p> <p>Operation successful.</p> </div>
<p>9. Begin working in your new course, and remove any duplicate items</p> <p><i>After you have received your Course Copy email, you may begin working in the new course that you just copied, and ignore the older site.</i></p> <p><i>When you first enter the course that you have copied, You will have two syllabus links on your left hand course menu. This is completely normal, and is a quirk of the course copy feature.</i></p> <p><i>One of the links will contain your actual course syllabus; the other syllabus link will be empty.</i></p> <p><i>You will need to check both syllabus links, as there is no way to be certain which link is empty on the course menu.</i></p>	<p>Begin working in your new course, and remove any duplicate items (continued)</p> <p>Once you have determined which syllabus is empty, you may delete the empty syllabus link.</p> <p>To remove the extra syllabus: Click the action link to the right of the Syllabus, and click delete on the menu that appears.</p> <div data-bbox="818 1276 1414 1541" style="border: 1px solid black; padding: 5px;">  </div>