

If you wish to re-use individual content items or an entire course, the easiest way is to do a Course Copy.

To ensure the cleanest copy, we highly recommend that you first remove the sidebar menu(s) on the **destination (new semester) course** before copying the content over.

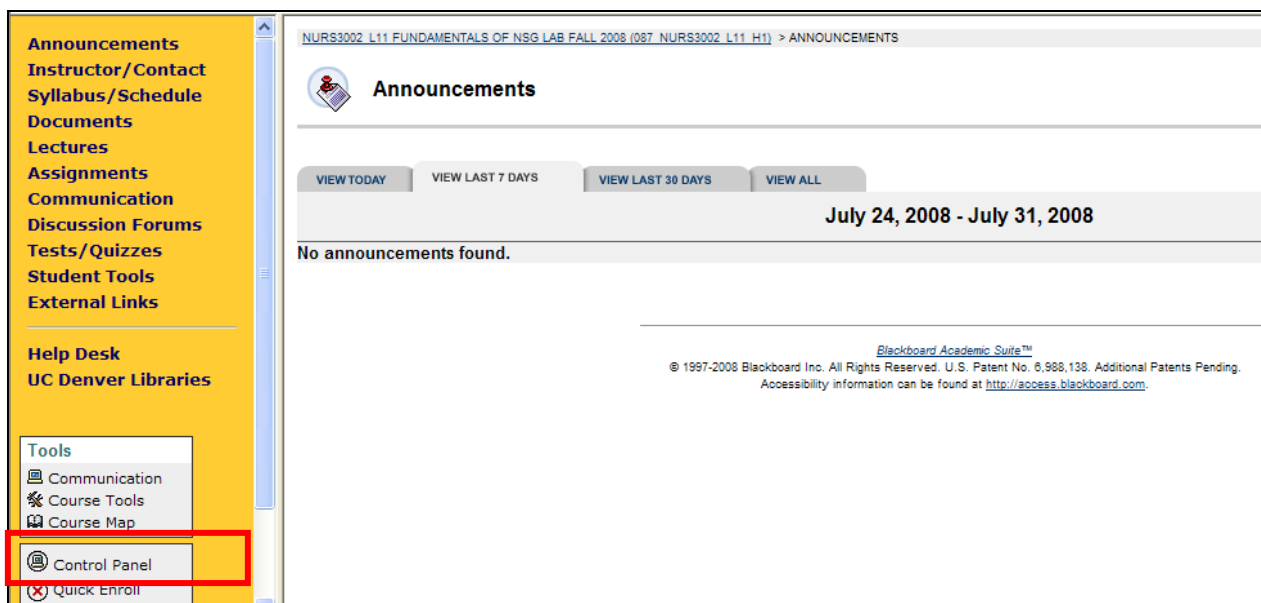
Note: When removing the sidebar menu(s) from the destination (new semester) course, it will delete any items that may have been already added.

Step 1

Login to Blackboard at <http://blackboard.cuonline.edu>

Step 2

Go to the **destination (new semester) course** and check to see whether the content has already been copied. If not, you will need to remove the sidebar menu items first. Click on the **Control Panel**.



The screenshot shows the Blackboard interface for a course titled "NURS3002 L11 FUNDAMENTALS OF NSG LAB FALL 2008 (087 NURS3002 L11 H1)". The left sidebar menu is visible, with the "Control Panel" item highlighted by a red box. The main content area displays the "Announcements" page, which shows a date range of "July 24, 2008 - July 31, 2008" and a message stating "No announcements found." The footer of the page includes copyright information for Blackboard Academic Suite™ and a link to accessibility information.





Step 3

Inside the **Control Panel**, select **Manage Course Menu**.

Content Areas		User Management	
Syllabus/Schedule	Tests/Quizzes	List / Modify Users	Remove Users from Course
Documents	External Links	Create User	Manage Groups
Lectures		Batch Create Users	
Assignments			
Course Tools		Assessment	
Announcements	Advanced Group Management	Test Manager	Grade Center
Course Calendar	SafeAssign	Survey Manager	Performance Dashboard
Staff Information	Blackboard Scholar®	Pool Manager	Early Warning System
Tasks	Self and Peer Assessment	Course Statistics	
Send Email	Configure Blog Tool		
Discussion Board	Recycle Blogs		
Collaboration	Manage Podcast		
Digital Dropbox	Configure Wiki Tool		
Glossary Manager	Assess Wikis		
Messages	Recycle Wikis		
Course Objectives	Manage Certificates		
Course Health Check			
Course Options		Help	
Manage Course Menu	Course Copy	Support	Contact System Administrator
Course Design	Import Package	Manual	Quick Tutorials
Manage Tools	Export Course		

Step 4

The sidebar menu items will be displayed. Click on the **Remove** button to remove every item.

Add  Content Area  Tool Link  Course Link  External Link	
1 <input type="checkbox"/> Announcements <i>Announcements</i>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>
2 <input type="checkbox"/> Instructor/Contact <i>Staff Information</i>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>
3 <input type="checkbox"/> Syllabus/Schedule <i>Content Area</i>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>
4 <input type="checkbox"/> Documents <i>Content Area</i>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>
5 <input type="checkbox"/> Lectures <i>Content Area</i>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>
6 <input type="checkbox"/> Assignments <i>Content Area</i>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>
7 <input type="checkbox"/> Communication <i>Communications Area</i>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>
8 <input type="checkbox"/> Discussion Forums <i>Discussion Board</i>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>

Step 5

Next, go to the course with the materials you wish to copy to the destination (new semester) course. Click the **Control Panel**, then **Course Copy**.

Content Areas Syllabus/Schedule Tests/Quizzes Documents External Links Lectures Assignments		User Management List / Modify Users Remove Users from Course Create User Manage Groups Batch Create Users	
Course Tools Announcements Advanced Group Management Course Calendar SafeAssign Staff Information Blackboard Scholar® Tasks Self and Peer Assessment Send Email Configure Blog Tool Discussion Board Recycle Blogs Collaboration Manage Podcast Digital Dropbox Configure Wiki Tool Glossary Manager Assess Wikis Messages Recycle Wikis Course Objectives Manage Certificates Course Health Check		Assessment Test Manager Grade Center Survey Manager Performance Dashboard Pool Manager Early Warning System Course Statistics	
Course Options Manage Course Menu Course Copy Course Design Import Package Manage Tools Export Course		Help Support Contact System Administrator Manual Quick Tutorials	

Step 6

Select the **Copy Course Materials into an Existing Course**.

 **Copy Course**

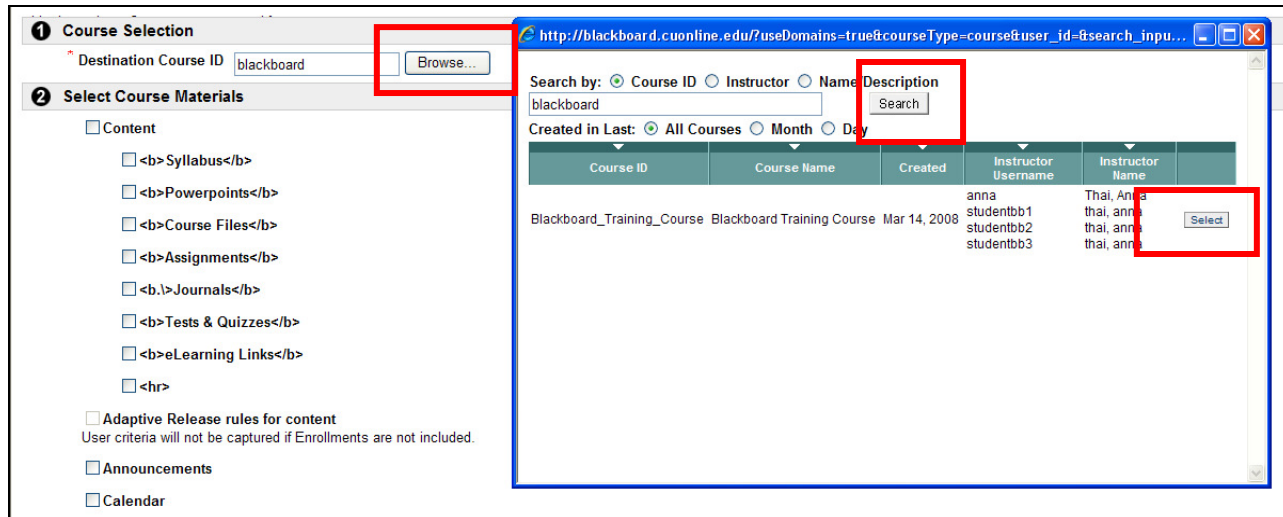
- ▶ Copy Course Materials into a New Course
- ▶ **Copy Course Materials into an Existing Course**
- ▶ Copy Course with Users (Exact Copy)

Step 7

Browse for the **Destination Course ID** you wish to copy the content into. **This is the (new semester) course you wish to have the content copied into.** Click the **Browse** button and a search window will appear. The easiest method to search for your destination course(s) is to either:

Click **Instructor** and type in your Username or;

Click **Course ID** and type in part of the Course ID, such as **NURS**. Click the **Search** button will begin the query. Once the course(s) have been retrieved, click the **Select** button of the destination course for the copy.



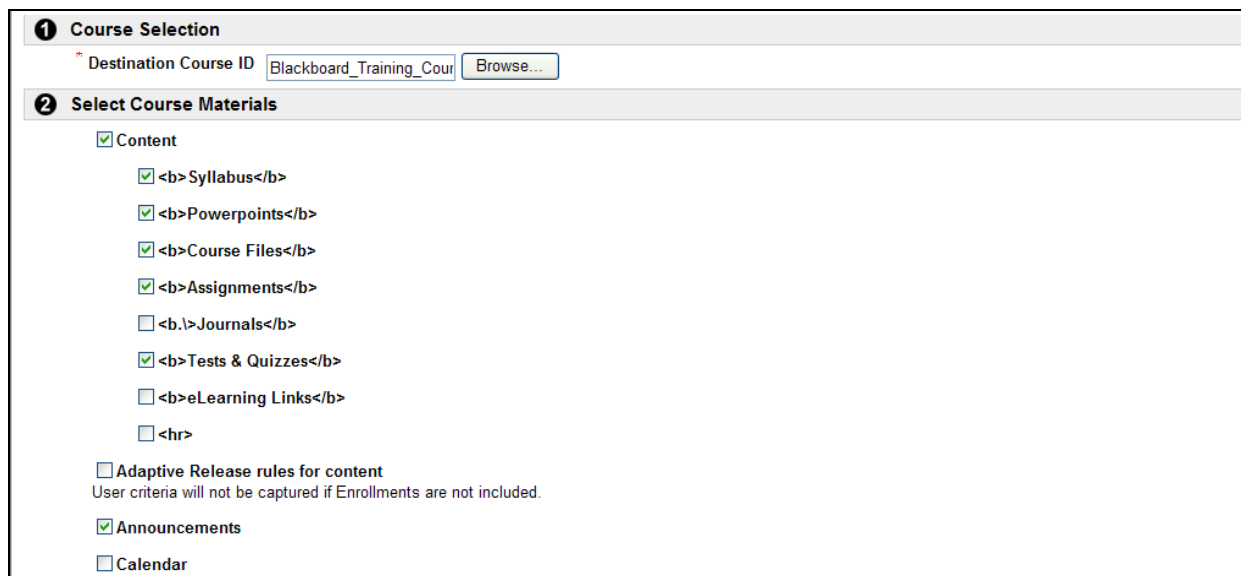
The screenshot shows the 'Course Selection' interface. On the left, under '2 Select Course Materials', there are several content items with checkboxes: Content, Syllabus, Powerpoints, Course Files, Assignments, Journals, Tests & Quizzes, eLearning Links, and Calendar. The 'Destination Course ID' field contains 'blackboard' and the 'Browse...' button is highlighted with a red box. A search window is open, showing search criteria: 'Search by: Course ID', 'Search: blackboard', and 'Created in Last: All Courses'. A table of search results is displayed with columns: Course ID, Course Name, Created, Instructor Username, and Instructor Name. One result is visible: 'Blackboard_Training_Course' with 'Created' date 'Mar 14, 2008' and three instructors. The 'Select' button for this result is highlighted with a red box.

Step 8

Choose the content item(s) you wish to carry over into the new semester (empty) course. The "Settings" will carry over the colors and button styles, including the banner if it exists.

NOTE: Do not select or copy the ENROLLMENTS.

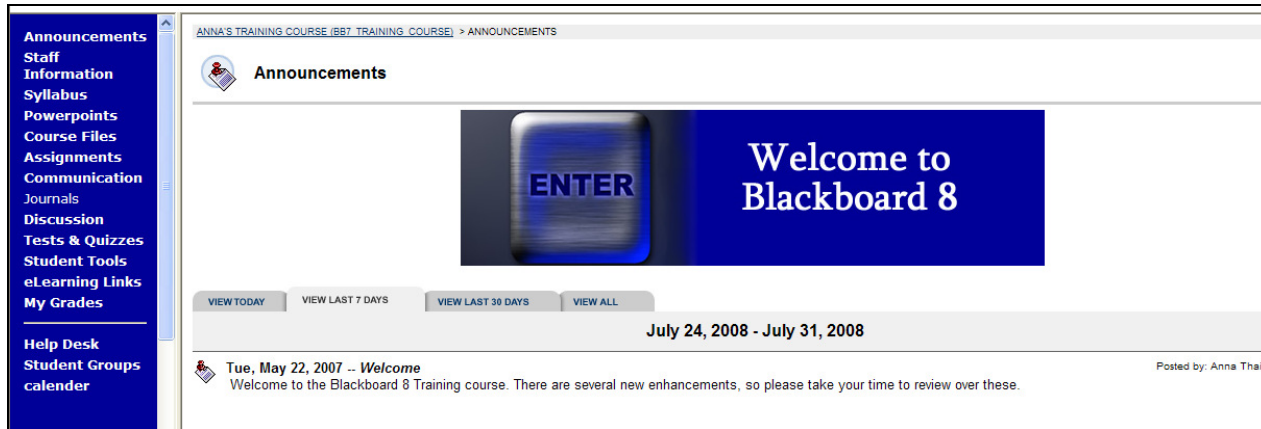
Click the **Submit** button to finalize the copy process.



The screenshot shows the 'Course Selection' interface after content selection. The 'Destination Course ID' field now contains 'Blackboard_Training_Cour' and the 'Browse...' button is visible. Under '2 Select Course Materials', the 'Content' checkbox is checked, and several sub-items are also checked: Syllabus, Powerpoints, Course Files, Assignments, Tests & Quizzes, and Announcements. The 'Calendar' checkbox remains unchecked.

Step 9

Return to the **destination (new semester) course**. Click the **Refresh** button – located below the Control Panel to refresh the sidebar and see the copied content. Adjust the sidebar menu item(s) accordingly.



The screenshot shows a Blackboard course interface. On the left is a blue sidebar menu with items: Announcements, Staff Information, Syllabus, Powerpoints, Course Files, Assignments, Communication, Journals, Discussion, Tests & Quizzes, Student Tools, eLearning Links, My Grades, Help Desk, Student Groups, and calender. The main content area is titled 'ANNOUNCEMENTS' and features a large blue banner with a 3D 'ENTER' button and the text 'Welcome to Blackboard 8'. Below the banner are navigation tabs: 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. A date range 'July 24, 2008 - July 31, 2008' is displayed. An announcement from 'Tue, May 22, 2007 -- Welcome' is visible, with the text 'Welcome to the Blackboard 8 Training course. There are several new enhancements, so please take your time to review over these.' and 'Posted by: Anna Thai'.

Step 10

Repeat the process for each Course Copy