

The Course Copy Process in Blackboard Learn

for Connecticut Community College Faculty

Should I copy my own course?

As an instructor in a Blackboard course, you have the ability to copy course materials from one Blackboard course into another by using the **Course Copy** tool located in the *Packages and Utilities* section of the *Control Panel*.

However, some colleges prefer to have their Ed Tech Director do the course copies for ALL faculty. If your local Ed Tech director has communicated to faculty that they prefer to do the course copying, please be sure to give them the following information:

- **CRN number** and **Term** of the course you wish to copy FROM (i.e., the “source” course).
 - You **MUST** include the term because they cannot just assume that the source course you want to copy is from the last academic term; many instructors copy from sections from previous terms.
- **CRN number** of the “target” course in the upcoming term that you wish to copy TO.

At ALL colleges, faculty are welcome to contact their Ed Tech directors if they have questions or run into difficulties. You can find your Blackboard Ed Tech contact by going to this page and clicking your college name:

https://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=cscu&article_id=1912-1469459.

What is the Course Copy Process?

- Visit this YouTube playlist, <https://www.youtube.com/playlist?list=PLmAFsK4a4rSyfVIBgohLlozGJTLzsmAXQ>, where you can watch a video on the course copy process and how to clean up your course menu after copying.
- In the text description for the video, you will also a link to this document.
- You can also find these resources, along with other resource information, by launching Blackboard and clicking the “My Help/Training” tab at the top.

Starting Fresh: What if you want to design your course “from scratch” in Bb Learn?

If you’re not planning on copying in content from an existing course at all (i.e., you’re going to design your new term’s courses “from scratch”), you can simply begin building your course right in any of the course sections that include the current term in the course name. Just look for the courses that have the name of the current term in their title and you can open them up and begin adding content into the course shell.

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https://bor.ct.edu/academics/blackboard/faculty/docs/Bb%20Learn%20docs/CourseCopyProcessInBlackboardLearn_JOB%20AID.pdf

Here's the best part: You don't need to read the rest of this document! Contact your college Ed Tech Director and tell them that you want to begin designing your course—they can point you to several relevant, “just in time” resources to help you get started.

Understanding the Course Copy Process in Blackboard Learn

“Source course” and “Destination course”:

- To begin the copy process, from your *Course List* on the *My Institution* page, you will click the link to enter a course that contains content you wish to copy into *another* course. This is your “source” course.
- From inside your “source” course, you will browse to and select your “destination” course, i.e., the course section that you wish to copy content *into*.

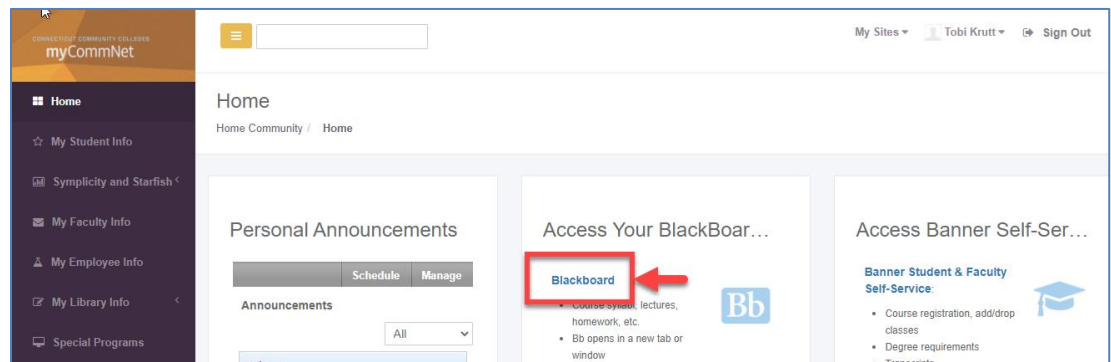
Example:

Let's say that you want to copy content from a Spring 2020 course into a Fall 2021 course. You would begin by clicking into the Spring 2020 course (your “source” course) and *from within that course*, you browse to and select the Fall 2021 course section into which you want to copy the course content (your “destination” or “target” course).

The instructions below will walk you through this process.

Step I: Log into Blackboard Learn

1. Log into **myCommNet** <http://my.commnet.edu> using your NetID and Password.
2. Click the **Bb** (Blackboard) link in the “Access Your Blackboard...” at the top of the browser window:



3. Blackboard Learn will open in your browser in a new tab or window.

Step II: Find the course you are copying from) in the *My Courses* list

1. **Look for the course you want to copy content FROM** (your “source course”): The term name is included as part of the Course Name. *These course shells are automatically be updated with your student enrollments.* Examples:



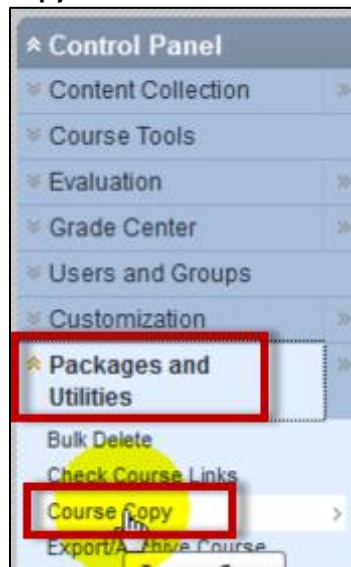
- You will begin the copy process from within the course that contains the most current content.

Step VI: Copy content from your “source” course to your “destination” course

- **Note: There is no “reset” back to a blank course option, so BE CAREFUL!** If you accidentally copy content into the wrong “destination” course shell, your Ed Tech director will have to go through several steps to fix an error! You can’t fix it yourself.
- Content from the course being copied is **MERGED** with the content in your new term’s course shells, it does not **OVERWRITE** it.

FOLLOW EACH STEP CAREFULLY:

1. From the **My Courses** list, click the title link to go into your first “source” course--i.e., a course that contains the most up to date content that you wish to copy INTO one of the courses you’re teaching in a new or future term.
2. Scroll down to the **Control Panel** and click **Packages and Utilities** then click **Course Copy**.



3. Under “Select Copy Type” be sure that **Copy Course Materials into an Existing Course** is selected.

SELECT COPY TYPE

Select Copy Type

SELECT COPY OPTIONS

* Destination Course ID

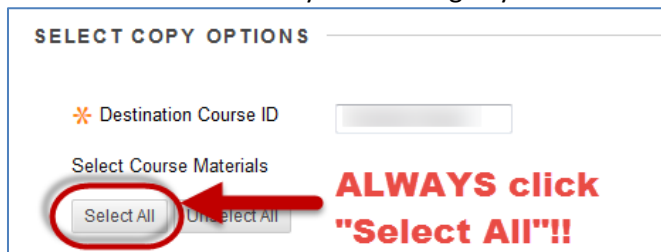
4. Click the **Browse** button.
5. From the “Courses” window that opens, click the small round “radio button” in front of the “destination” **COURSE ID** (which you noted earlier when reviewing your courses!)—

that is, the course THAT YOU WANT TO COPY CONTENT INTO (as shown below).

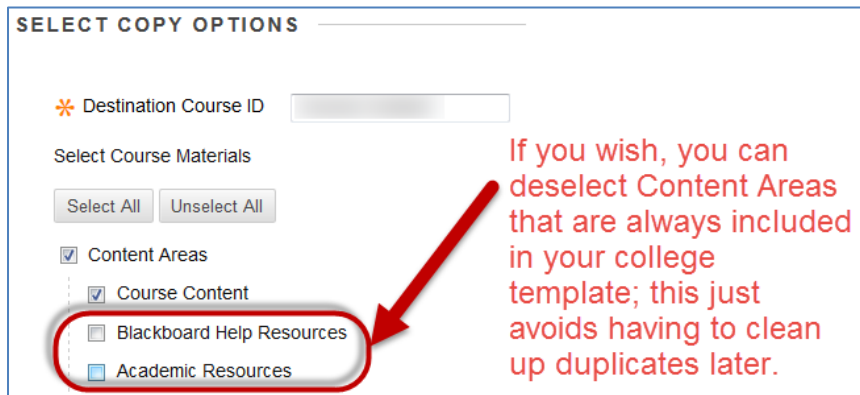


6. Scroll to the bottom of the window and click the **Submit** button.
7. **ALWAYS** click the **"Select All"** button –do NOT click individual checkboxes. This way you know that ALL tools and that you are currently using in your "source" course will be copied.

Important Note: Many faculty think that they need to individually click the checkboxes to select only the tools they are using in Blackboard, instead of **Select All**. But this is NOT the case! ONLY the tools you are using in your course will copy into the new section.



8. **Content Areas:** As shown in the video, you can *DESELECT* any *Content Areas* that are part of your college template (such as Technical Support or Academic Support content areas). Otherwise they will be duplicated in the course you are copying too and you'll have to delete them.



9. **Announcements:** As discussed in the video, decide whether you want to copy over your *Announcements* or not. If you think you can re-use them, then do so. You can use the *Date Management* tool to update all of the release dates.
10. **Discussions:** If you do NOT always post an "initial thread" in each of your discussion forums, then you should select the second radio button (*include only forums, with no*

starter posts), as shown below:

A screenshot of a settings menu. The menu items are: Collaboration Sessions, Contacts, Content Alignments, Discussion Board, and Glossary. The 'Discussion Board' item is checked. Below it, there are two radio button options: 'Include starter posts for each thread in each forum (anonymized)' and 'Include only the forums, with no starter posts'. The second option is selected. A red rounded rectangle highlights the 'Discussion Board' and its options, with a red arrow pointing to the selected radio button.

11. **ALWAYS be sure that “Grade Center” is selected.** This is one of the most common mistakes that faculty make. If “Grade Center” is not selected, Assignments will not copy to your destination course, and no Tests will be deployed in the destination course.

A screenshot of a settings menu. The menu items are: Glossary, Grade Center Columns and Settings, and Group Settings. The 'Grade Center Columns and Settings' item is highlighted with a red rounded rectangle. A red arrow points from the text 'ALWAYS click Grade Center' to the highlighted item.

12. Scroll down—be sure that the “Copy links and copies of the content” option is selected.

A screenshot of the 'FILE ATTACHMENTS' settings. The text reads: '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.' Under 'Course Files', there are three radio button options: 'Copy links to Course Files', 'Copy links and copies of the content', and 'Copy links and copies of the content (include entire course home folder)'. The second option is selected and circled in red.

13. NEVER click the checkbox to bring over Enrollments.

A screenshot of the '4. Enrollments' settings. The text reads: '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.' Under 'Enrollments', there is a checkbox labeled 'Include Enrollments in the Copy'. The checkbox is unchecked. A red rounded rectangle highlights the checkbox, and a red arrow points to it with the text 'Do NOT check the checkbox'.

14. **Click ONLY ONCE** on the **Submit** button. (Double-clicking it can cause duplicate content in the destination course!)

A screenshot of a confirmation dialog. The text reads: 'Click Submit to proceed. Click Cancel to quit.' There are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rounded rectangle.



If you make a mistake and realize that you selected the wrong course as your destination course, STOP! Contact your local DL director. He/she will tell you how to rectify the error.

15. After you have completed the copy process, click the **My Institution** tab. You will see your **My Courses** list again.

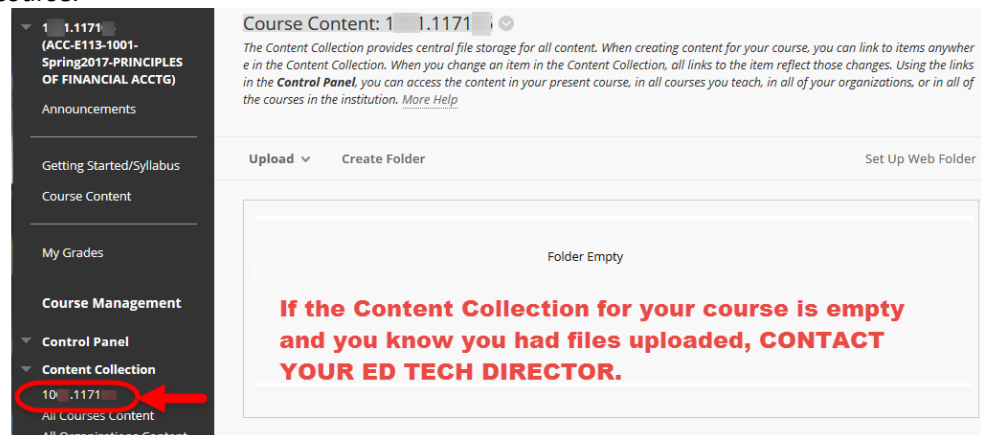
You're not done yet!! After Your Course Is Copied: Critical Things to Check

16. Now it's time to go into the new term's "destination course" and make sure that your content has copied in successfully! **HOWEVER, please note:**

- **COURSE COPYING CAN TAKE HOURS—sometimes 6 hours or more!** The course copy process time varies tremendously depending upon:
 - **How close it is to the semester start date.** The 3-4 weeks prior to semester start there is a tremendous amount of copying going on by faculty from all 12 community colleges (we are all on ONE Blackboard system!).
 - **How much content you have in your course.** You can enter your destination course in Bb Learn even while the course copy process is going on so you may not realize that the course copy has not yet completed.
- **Even if you receive an email¹ saying that the course copy process is in the queue or complete,** this may in fact not be the case!
- **UNDER NO CIRCUMSTANCES SHOULD YOU RE-COPY THE COURSE again if the copy never displays. If several hours pass and you still do not see your course content in your target course, contact your local Ed Tech director.**
 - If you do not know who that is, click this [College Contacts link](#), select your college, and look for the Blackboard contacts.

17. Content Collection: Be SURE everything copied over!

- **First - click on the Content Collection** and make sure that your course files are there and COMPARE the files in the copied course to those in the Content Collection of your 'source' course.
- **If you know you have uploaded files into your course and your Content Collection is empty, contact your Ed Tech Director. Do NOT just re-copy the course.**



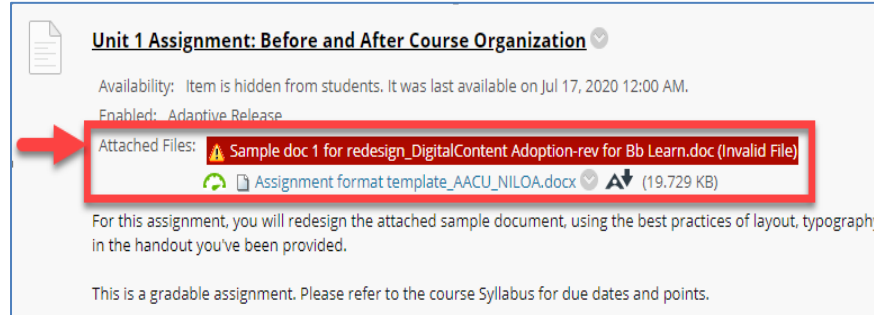
The screenshot shows the Blackboard interface for a course. On the left is a navigation menu with 'Content Collection' highlighted. The main area shows 'Course Content: 1 1.1171' and a message: 'The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. More Help'. Below this are 'Upload' and 'Create Folder' buttons. The main content area is empty, with the text 'Folder Empty' and a large red warning: 'If the Content Collection for your course is empty and you know you had files uploaded, CONTACT YOUR ED TECH DIRECTOR.'

- Review ["Steps for Preparing Your Course for the New Semester."](#)

18. Invalid File Errors

¹ The email message will be sent to whatever your preferred email address is in the Banner Faculty Self-Service system. If you do not receive an email, log into Banner Self-Service and check or change this address.

- Go into your Course Content and look in all folders at uploaded files, as well as any blank pages, items, assignments, or discussions that might have files included as attachments.
- As you can see in the example below, the instructor had an assignment that included attached files, and one has an “Invalid File” message, indicating that the attachment file did not copy over correctly from the source course.



- If you only have a couple of these errors, it is probably easier to just edit the assignment (or discussion, item, etc.) in Bb, navigate to the document on your PC, and re-attach it.
- **If you have many of these errors, ASK YOUR ED TECH DIRECTOR FOR ASSISTANCE.** It may be easier for them to delete the copied section and have you re-copy.

19. Now you can move on to the next copy from a previous term that needs to be copied into the upcoming term.