

Course Copy

The Course Copy feature allows instructors to copy content from courses they are currently teaching or have taught in previous semesters, into courses that they will be teaching. This is especially useful if an instructor teaches the same course from semester to semester. Please see the notes and chart at the end of this tutorial for more detail on how different parts of the course will be copied.

Note: To use Course Copy, the user must be listed as 'instructor' or 'TA' in both courses. Also, the course to be copied *into* must be an **existing course**. For example, if an instructor wants to copy an existing fall course to a spring course, the course shell for the spring course must already be available (from SIS) to perform the course copy.

Using Course Copy:

1. Login in the course you wish to copy content from.
2. Once inside your course, navigate to the Control Panel (lower left side of the screen) and choose 'Packages and Utilities' then 'Course Copy.'



3. For Copy Type, select 'Copy Course Materials into an Existing Course.'

1. Select Copy Type

Select Copy Type

Copy Course Materials into an Existing Course ▼

4. Click 'Browse' to locate the destination course.

2. Select Copy Options

* Destination Course ID

CER_Training_Copied

Browse...

5. After clicking Browse, scroll through the list of courses (or use the Search feature) to find the destination course. In this example, we'll choose 'CER_Training_Copied.' Click Submit.

| | | | | | |
|----------------------------------|---------------------|--|--------------|-------------------------------|---|
| <input checked="" type="radio"/> | CER_Training_Copied | CER Training Copied | Oct 8, 2010 | azimmer4 lfoste19 | Brusini, Amy FOSTER, LAURA |
| <input type="radio"/> | EN.510.101.01.FA12 | EN.510.101.01.FA12 Introduction to Materials Chemistry | Feb 25, 2012 | pmcguig1 azimmer4 cgoh1 | MCGUIGGAN, PATRIC Brusini, Amy Goh, Ian |

6. Once the destination course has been identified, select the areas of the course to be copied:

2. Select Copy Options

* Destination Course ID

CER_Training_Copied

Browse...

Select Course Materials

Select All

Unselect All

Content Areas

Home Page

Syllabus

Course Content

Student Assessment

Adaptive Release Rules for Content

User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.

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

Journals

Retention Center Rules

Rubrics

Settings

Availability

Banner Image

Course Guest Access

Course Observer Access

Duration

Enrollment Options

Language Pack

Navigation Settings

Tasks

Tests, Surveys, and Pools

Wikis

Note: If you have tests or assignments in your course, you must select this option if you want them to be deployed in your destination course.

Note: Selecting 'Availability' may cause your destination course to be available to students sooner than you are ready, depending on the setting in your source course.

Note: If you have entered duration dates in your source course, this may cause your destination course to be hidden from students.

7. In the File Attachments section, it is recommended to select 'Copy links and copies of the content.'

FILE ATTACHMENTS

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.

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)

8. Leave the 'Include Enrollments in the Copy' option unchecked. Click Submit.

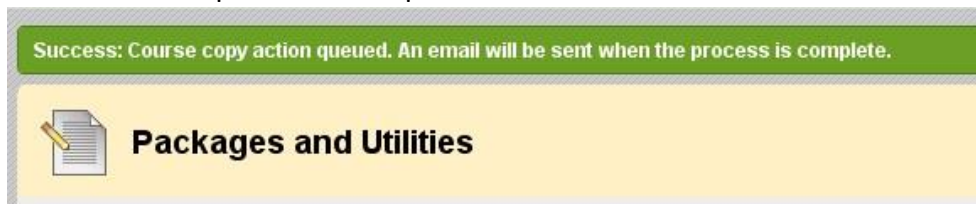
ENROLLMENTS

Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records copied with Exact Copy.

Enrollments

Include Enrollments in the Copy

9. You should see a message that the request has been queued and that you will receive an email when the process is complete.



10. When the process has completed, click on the destination course to make sure all of the requested content has been successfully copied and begin cleanup as necessary.

Please Note:

- Some cleanup of the new site will probably be necessary. For example, the destination course contains a standard template menu that will be merged with your course menu when the course is copied over. Duplicate and/or unwanted entries may appear in the menu when the course copy is complete – feel free to delete anything that is unwanted.
- Blog, Journal, and Wiki entries are not copied over to new sites – only the titles of these items are copied.

- With the Discussion Board tool, you have the option of copying over **only** the forums, or the forums with all of the 'starter posts' of each thread, with the authors of those posts changed to 'anonymous.' Replies to threads are not copied.

See chart below for more detail:

| Tool/Area | Cleanup after copy | Target Notes |
|------------------------------------|----------------------------------|--|
| Content Area | Dates | <p>Selecting a content area alone for copy will not copy over any tests "deployed" in that content area nor will it copy assignments in the content area.</p> <p>To copy over tests while keeping them deployed in a content area, all content areas in question and "Tests, Surveys, and Pools" and "Grade Center Columns and Settings" must all be selected.</p> <p>To copy over tests without keeping them deployed, just select "Tests, Surveys, and Pools". All copied tests will be undeployed.</p> <p>To copy over assignments, the content area and "Grade Center Columns and Settings" must both be selected.</p> |
| Adaptive Release Rules for Content | Dates | Works as expected |
| Announcements | Dates | Works as expected |
| Blogs | | Individual entries and comments not copied |
| Calendar | Dates | (All dates are copied exactly, which may be undesirable for some courses in the next semester) |
| Collaboration Sessions | | (Collaboration sessions when copied will only make a duplicate session, i.e. copying a session won't allow students from one class to join that session of another) |
| Contacts | | Works as expected |
| Discussion Board | Unwanted student created threads | Only threads are copied; replies to threads are not. The authors of threads are copied over as "anonymous" (even if the poster is in both courses). |
| Early Warning System Rules | | (If the associated item in "Grade Center Columns and Settings" is not copied, then the copied rule will be associated with "null") |
| Glossary | | Works as expected |
| Grade Center Columns and Settings | Stray/duplicate grade columns | Columns attached to a test or assignment are copied, even if the test or assignment itself is not. |
| Group Settings | | The group names and options are copied only. No items in the blog, forum, wiki, file exchange, etc are copied. |
| Journals | | Individual Journals and comments not copied |
| Rubrics | | Works as expected |
| Settings | | Options on the "Style" page on the control panel under Customization are copied. Unlike the "Help:Course Copy" page in blackboard claims, no other options (Enrollment, permissions, properties) were copied. |
| Tasks | | Works as expected |
| Tests, Surveys, and Pools | | <p>To copy over tests while keeping them deployed in a content area, all content areas in question and "Tests, Surveys, and Pools" and "Grade Center Columns and Settings" must all be selected.</p> <p>To copy over tests without keeping them deployed, just select "Tests, Surveys, and Pools". All copied tests will be undeployed.</p> |
| Wikis | | Individual wiki pages not copied |

