NOVA | Northern Virginia Community College
### Extended Learning Institute

Course Copy Procedures for Blackboard 9.1

IMPORTANT NOTE: *Remember to copy the correct format (ie. 6, 8, 12, 16 weeks) for your course.*

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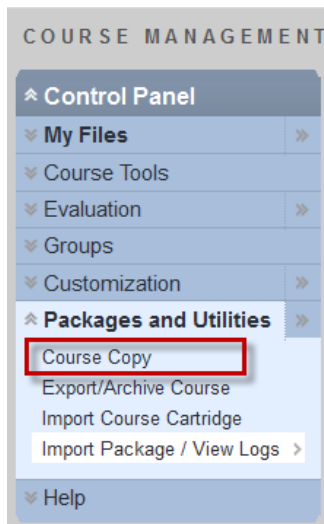|	

Part 1 - Prepare the target
 	
 1.   Go to new/target course (upcoming session).
 	
 2.   Remove Menu buttons/items of target course. Follow these steps:
 	
      a.   Select the drop-down chevron on the right side of the **Menu** button/item and **Delete**.
 	
      b. Click the **OK** to delete the button. Remove all of the Menu buttons/items.	
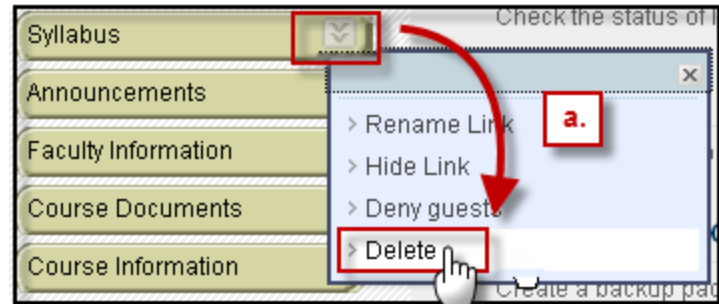
3. Highlight from left to right the **Course ID** found in the **Control Panel > My Files folder** of the target course. This **Course ID** will be pasted into the Source Course destination box (steps shown in **Part 2 > Step 2 below**). 4. Right-click your mouse and select **Copy** <u>or</u> select **Copy** from the Web Browser Edit menu.	
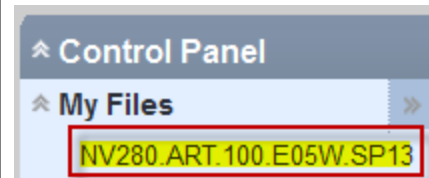
**Part 2 - Copy the source** - From Old/Source Course to Target Course Site

IMPORTANT NOTE: *Remember to copy the correct format (ie. 6, 8, 12, 16 week) for your course*.

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From Old/Source Course to Target Course Site: Go to **Control Panel > Packages and Utilities > Course Copy** in **Source Course** (which is the previous or template course)	COURSE MANAGEMENT ⌃ **Control Panel** ⌄ **My Files** » ⌄ Course Tools ⌄ Evaluation » ⌄ Groups ⌄ Customization » ⌃ **Packages and Utilities** » Course Copy Export/Archive Course Import Course Cartridge Import Package / View Logs › ⌄ Help
1. Select "**Copy Course Materials into an Existing Course**" from the drop-down menu in the **Select Copy Type** section.	**Copy Course** 1. **Select Copy Type** Select Copy Type — Copy Course Materials into a New Course ▾ Copy Course Materials into a New Course Copy Course Materials into an Existing Course Copy Course with Users (Exact Copy)
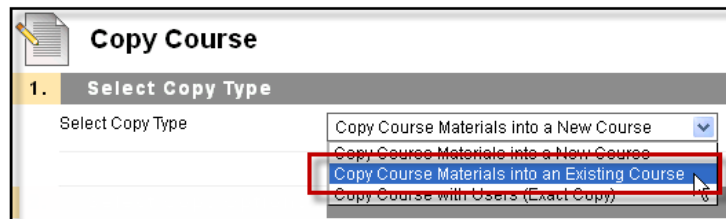
2. Select Copy Options
   a. Click in box and right-click mouse to **Paste** or select **Paste** from the Web Browser Edit menu to add *Target Course ID* into **Destination Course ID** field. This will paste the previously copied Course ID of the new course shell into the destination field box.
 	
   b. Use the **Select All** button.
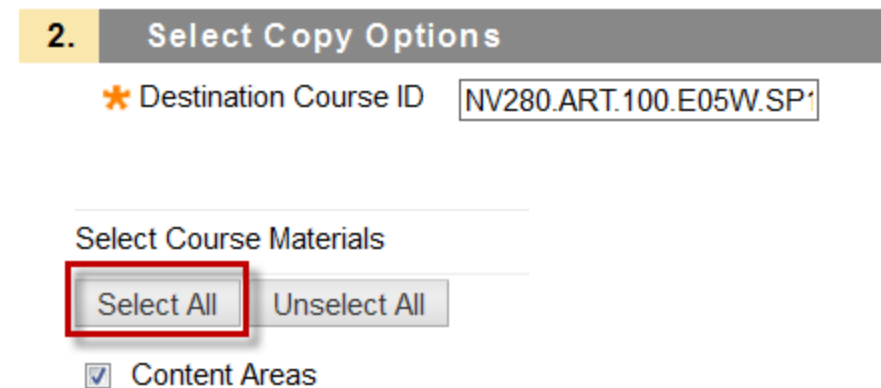 	
Important Note: Only use the **Select All** button. If you select any other boxes you will get an error message.
	2. **Select Copy Options**
	
	★ Destination Course ID NV280.ART.100.E05W.SP1
	
	Select Course Materials
	
	Select All Unselect All
	
	☑ Content Areas

3. **Keep the default settings** in the "**File attachments**" section.	**3. File Attachments** Choose between copying only the links to files in Course Files or the links and new copies of each file in Course Files. Click **Calculate Size** to make sure that the package size does not exceed the limit. Course Files Default Directory ○ Copy only links to course default directory files ◉ Copy links and include copies of the files in the course default directory Files Outside of the Course Default Directory ◉ Copy only links to files stored outside of the course default directory ○ Copy links and include copies of the files outside of the course default directory Package Size [Calculate Size] [Manage Package Contents] **Keep Default Settings**
4. **Do Not Check Enrollments**	**4. Enrollments** Copy enrollments for all users in the Course. This option does not copy use this option without contacting your college Blackboard Administrator. Enrollments ☐ DO NOT CHECK THIS OPTION
5. Click **Submit** button	[Cancel] [**Submit**]

Wait (until you receive a confirmation email from Blackboard)

Refresh your browser.
The copy process could take as long as 48 hours.

Wait!

Do not try to submit a copy into the same course more than once.
If you feel that the process was not completed, then contact eliidhelp@nvcc.edu and we will verify.

Follow Cleanup Checklist below.

Clean Up the New Course Site Checklist

Before making your course available review the entire course to check for & update:

If your course site makes reference to specific critical dates, make sure they are updated.
- o Click each button/link in your course menu, and review all of the content to ensure that it is up-to-date and in proper order.
☐ Make sure the course policies relating to attendance, course progress, withdrawal, extensions/incompletes, etc. are clearly stated in either the Syllabus or your Welcome statement.
☐ Update your welcome message, office hours, and the contact information in the Faculty Information folder if it has changed.
- o Include a picture and video or audio message to personalize the site for your students.
☐ Carryover items for previous semesters that need to be removed:
- o Announcements
- o Discussion threads (classes or groups, if used)
☐ Missing or duplicated items in the content or grade center.
☐ All links in the course (make sure they are still active, no error messages, etc.):
- o Exam Passes with correct Instructor's Name
- o Exams & quiz links have questions included
- o Exams are password protected
☐ Check dates, times, and locations for any references to on campus labs or meeting that need updating.
☐ Check the Alexandria Campus Bookstore for correct textbook/materials information.
☐ Check the information on the Course Description on the ELI website.
☐ Contact your Instructional Designer if you have any questions.
☐ Please make your course available to students **at least three days** before the start date.

Notify ELI ID Help immediately if you plan to make any changes to your exams. We will need at least *5 business days* to create new exam passes, directions, and replace the back-up copies on file for the Testing Centers.