

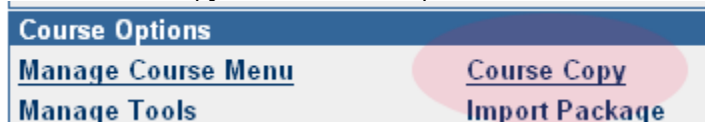
“Copying A Blackboard Course to a New Quarter’s Course”

– Michael Renock-Welker, Instructional Technologist

Scope of this document: *This document outlines the procedure for copying materials from an existing Blackboard course site to a new one at the end of the quarter.*

You will first need to have had the IT Department create your new quarter course to have a place to copy your materials into. If you have not done this already, contact the IT Help Desk (Ext. 4734 or help@ncstatecollege.edu) before proceeding.

1. Go to the current Blackboard Course that you wish to copy material from.
2. Go to the Control Panel
3. Go to “Course Copy” in the Course Options section



4. Click “Copy Course Materials Into an Existing Course”

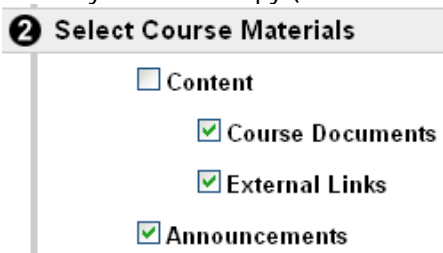


5. Enter the Destination Course ID using the following formula:
CourseNumber-SectionQuarterYear (Note: no spaces)
Quarter abbreviations: Fall = **F**, Winter = **W**, Spring = **Sp** & Summer = **Su**
Example: ART101, section 01 for Summer of 2005 would be entered as: ART101-01Su05



The image shows a screenshot of the 'Select a Course' form in Blackboard. The form has a title '1 Select a Course' and a 'Destination Course ID' field containing the text 'ART101-01Su05'. A 'Browse' button is located to the right of the field.

6. Under “Select Course Materials,” Click the checkbox beside each section of your current course you wish to copy (Note: Do NOT select the “Enrollments” option in section 3)



The image shows a screenshot of the 'Select Course Materials' form in Blackboard. The form has a title '2 Select Course Materials' and four checkboxes: 'Content', 'Course Documents', 'External Links', and 'Announcements'. The 'Course Documents', 'External Links', and 'Announcements' checkboxes are checked.

7. Click “submit”



Confirmation & How Long It Will Take

You will receive a confirmation e-mail when the server has finished copying the requested material. The amount of time this will take will depend on the amount of material you are copying and if other instructors have copy requests in the queue ahead of you. Materials will then be immediately available in the new course just as you had them in your current course. You can modify and edit the items in the new course without altering the originals in your current course.

Course Availability

The IT Department will leave a course on the Blackboard server for a year and a quarter from the quarter of use, so older quarter courses will still appear under your "My Courses" list when you login to Blackboard. You can contact the IT Help Desk if you wish to have a course deleted sooner.