



UNIVERSITY OF HARTFORD

Copying Blackboard Course Content

Overview

Instructors put a lot of effort and time into building Blackboard courses. Fortunately, course content can be reused term-to-term. Blackboard provides instructors with some useful utilities which allow instructors to copy course materials course-to-course or re-import materials from a course backup (known as an “exported course”). **Copying does not mean ‘starting over’ from scratch; the process requires a few clicks and a submit.**

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

Course Management Utilities

How do I copy content from one course to another?

There are three different methods for copying course content:

1. Copy an entire course (or sections of a course) from one Blackboard course site to another Blackboard course at the beginning of a term. This copy method uses the **Course Copy** utility located in the control panel of the source course (course to be copied). *Note: To view all of your courses on Blackboard, including ones that are “hidden,” click on the **Courses** tab at the top of the home page.*
2. Copy individual items (such as documents or assignments) from one Blackboard course site to another. To copy individual files, locate the item you want to copy, and then use the **Copy** button to the right of the individual items to be copied.
3. Copy an entire course (or sections of a course) from a course no longer active on Blackboard to another active Blackboard course. This copy method must be done by FCLD. To request FCLD copy a course for you, fill out an online Course Copy Request Form on the FCLD website, <http://uhaweb.hartford.edu/fclid>.

Instructors copying an entire course will need to complete the course copy process by removing extra course menu buttons using the Manage Course Menu utility (see page 3). This option allows instructors to fully customize their course menu.

Selectively Copying Course Content from one Course to another Course

The following are step by step instructions for copying an entire course or individual sections of a course from one course to another. It is a good choice for the start of the term because it will copy both content and any customization, for example, a customized menu buttons or a course banner (image). Both the old and new courses must be present on Blackboard to copy this way.

2 Select Course Materials

- Content
 - Course Information
 - Course Documents
 - Assignments
 - External Links
- Adaptive Release rules for content
User criteria will not be captured if Enrollments are not included.
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

3 Enrollments

Enrollments
Copy enrollments for all users in the course. This option does not

Do not select Enrollments!!

Selecting Course Materials to Copy

1. Login to the course that has the content you want copied (the “Source Course”).
2. In the Control Panel, select **Course Copy**.
3. Click on **Copy Course Materials into an Existing Course**.
4. Click on **Browse** in the *Destination Course ID* area to find your destination course.

Course Selection

* Destination Course ID

5. Find the course you want to copy and click **Select** (on right side of screen).
6. Select the areas you wish to copy. To copy tests, be sure to select both test areas: *Tests and Surveys* and *Tests, Surveys, and Pools*.
7. **DO NOT copy ENROLLMENTS!**
8. Click **Submit**.

NOTE: Student-related content such as grades will not copy, nor will discussion posts (just threads). *Assignment Tool* assignments will not copy, nor will *Adaptive Release*.

BE PATIENT – Course Copying can take a long time, especially if your course has lots in it. You will receive an email when the course copying is completed. **Wait until receiving this email to make further modifications to your destination course.** If the email contains any error messages, or if the copied materials are out of order, course content may not have copied properly. Please contact FCLD immediately for assistance.

Finishing Up Your Course Copy – Finalizing your Course Menu

When your course copy has completed, you may notice some extra buttons in the menu of your copied course. This will happen if you have renamed any of your course buttons. The following section provides step-by-step instructions for removing these extra buttons from the course menu.

This is the original course menu, showing customized course menu buttons – some buttons were renamed and others added to standard menu by the instructor.

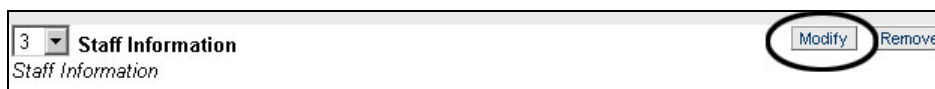


This is the copied course menu, which combined both the standard course menu buttons (e.g., *Staff Information*, *Course Documents*, and *Discussion Board*), as well as the customized menu buttons added and/or modified by the instructor (e.g., *Your Instructor* and *Handouts and Notes*).

The best way to remove these buttons from the copied course is to make them unavailable to the students.

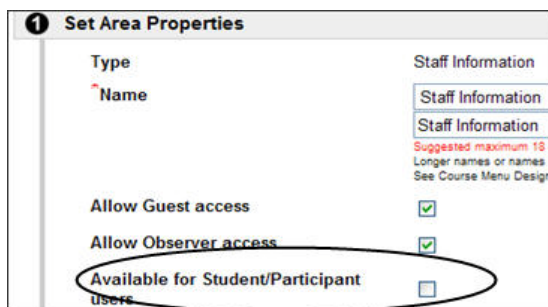
To remove any course buttons you do not want:

1. Log into the new copied course.
2. In the Control Panel, click on **Manage Course Menu** (under **Course Options**).
3. Find the name of the button you wish to remove (hide), and click on **Modify**.



Modify Button on Manage Course Menu

4. Uncheck the box next to **Available to Student/Participant Users**.



5. Click **Submit**. The buttons will now be removed from the course menu.

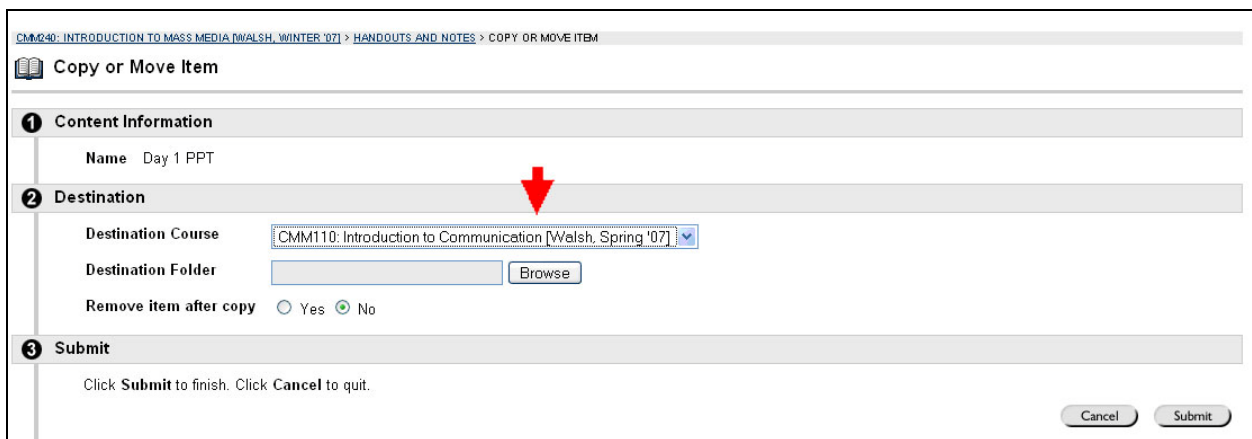
Copying a Few Individual Items or Files to another Blackboard Course

1. Log in to the course you want to copy (this is the Source Course).
2. From the Control Panel, select the content area that contains the file you wish to copy (e.g., Course Documents).
3. Locate the file and then click on the **Copy** button to the right of the item.



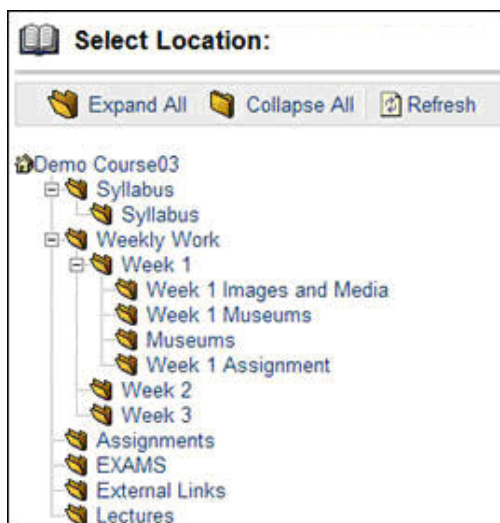
Selecting Materials to be Copied

4. Click on the drop down box to select the course into which you want to copy the materials.



Selecting Destination Course

5. Click **Browse**. A course 'map' will open, showing all folders.
6. Select the folder or area of the destination course. If you would like to remove the item from the source section after copying it, click "Yes" after **Remove item after copy**.
7. Click **Submit**.



Finishing Up Your Course Copy – Finalizing/Restoring your Course Menu

When setting up for a new term, you may just need to copy a file or two from an old Blackboard course. However, it might also be useful to copy forward the template from the old course, for example a customized course menu or course banner (image). To bring forward (restore) your customizations, use the **Course Copy** utility, and only select ‘Settings’ under the **Select Course Materials** (see page 2 for details and an illustration).

Request FCLD to copy from a course no longer on Blackboard

Your Blackboard course is kept active on Blackboard for about thirteen months after the term ended. Older courses not appearing on your Blackboard Home Page can be copied into newer courses by FCLD. Please fill out and submit the online **Course Copy Request Form** from the FCLD website found here <http://uhaweb.hartford.edu/fclD/CCReq.htm> .

Frequently Asked Questions

I am having trouble copying my course myself. What should I do?

If you encounter difficulty, please call FCLD for assistance at (860) 768-4661, or request the course be copied for you. To request your course be copied by FCLD, please click on the **Course Copy Request** link on the FCLD website. <http://uhaweb.hartford.edu/fclD/CCReq.htm>

I teach at another University that uses Blackboard. Can I import or copy my course materials from their Blackboard system?

You can import a .zip file from a course exported at another University ONLY if that university is using the same version of Blackboard as the University of Hartford. Using files created on different versions of Blackboard has resulted in corrupt courses. Please call FCLD to discuss your options before attempting to import course files from any other Blackboard system.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

Phone: 768-4661

Email: fcld@hartford.edu

Website: <http://uhaweb.hartford.edu/fcld/>

Information Technology Services (ITS)

ITS Help Desk – Computing Center

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, banner, facebook, and grades).

Phone: 768-5999

Email: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>

Media Technology Services (MTS) – Harry Jack Gray Center 111A

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-way video classrooms, Smart Podiums, COWS, laptops, etc.) or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: 768-4643 (Main) or 768-4662 (Tech Line)

Website: www.hartford.edu/mts