

Course materials can be copied in different ways to meet the needs of different situations. Here are two situations we would use course copy at FCCJ:

- Copy selected course materials into an existing course to add content without having to recreate the content for each semester.
- Create an exact copy of a course, including enrollments and Student interactions.

(exact copy for your records – download and save to your computer or burn onto a CD)



To copy your course for next semester:

1. Go to the existing course.
2. Go to you control panel.
3. Scroll down to course options area.
4. Click on Copy Course link.
5. Click on the Copy Course Materials into an Existing Course.
6. You will come to Copy Course Materials into an Existing Course page.

The Copy Course Materials into an Existing Course page enables Instructors to copy content from one course into another they are teaching. Instructors can select areas, such as Announcements, Staff Information or Content areas to copy. Copy Course will add content to a course, but it will not remove existing content.

COURSES > HISTORY 101 > CONTROL PANEL > COURSE COPY > COPY COURSE MATERIALS INTO AN EXISTING COURSE

Copy Course Materials into an Existing Course

To copy course materials from this course to a destination course, select the course from the list below and then select the course materials to copy to the destination course. You must have appropriate user privileges in order to copy course materials to a destination course.

1 Select a Course

Destination Course ID:

2 Select Course Materials

- Content
 - Course Information
 - Course Documents
 - Assignments
 - External Links
- Announcements
- Tests, Surveys, and Pools
- Calendar
- Collaboration Sessions

- To select a destination Course ID, enter a Course ID for the destination course or click Browse to open a Search function in a separate window.

Please make sure that the new Course ID matches the naming convention used at FCCJ (Course reference number is 196789. Find your new course reference number).

- Follow these steps to search for a course after selecting Browse:

Step 1 - Select the Course ID, Instructor, or Title/Description option.

Step 2 - In the text field, enter a Course reference number, an Instructor name, or a string that appears in the Title or Description of the course. If this field is left blank, courses will be filtered only by the date created.

Step 3 - The search function will create a list of courses according to the search criteria. Courses will appear in a table format with each course listed in a separate row.

Step 4 - Click Select button in the same row as the desired course. The Search window will close and the selected course will appear in the Destination Course ID field on the Copy Course Materials into an Existing Course page.

Search By: Course ID Instructor Title/Description

Created In Last: All Courses Month Day

9. Select course materials:

Select the check boxes for each content area and tool in the course that should be copied into the existing course. The table below details what happens to each selectable option when the copy is performed.

Note: A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear; the course may not be copied until this issue is resolved.

| Course Material | Behavior when copied |
|------------------------------|--|
| Content | Copies course materials, including uploaded files, Learning Units, links, and Course Cartridge content. Users may also select to include Course Information, Course documents, Assignments and External Links. |
| Announcements | All Announcements are copied to the new course. If Assessment links appear in Content Areas, then this option must be selected, or the link to the Assessment will be broken. |
| Tests, Surveys, and Pools | All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course. |
| Calendar | All Calendar items are copied to the new course. |
| Collaboration Sessions | Collaboration Sessions that have been created are copied. This includes the Session Name and the Tool used during the session. |
| Course Settings | Some Course Settings will be copied. See Course Settings below for more information. |
| Group Settings | Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names. |
| Discussion Board | Discussion Board forums, including the initial message in the Discussion Board, are copied to the new course. |
| Gradebook Items and Settings | Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new course. |
| Staff Information | All Staff Information is copied to the new course. |

Course Settings

When Course Settings is selected, certain settings are copied to the existing course. These include the following:

- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools settings that do not exist are added. Existing settings are not overwritten.
- System Extension Tools settings that do not exist are added. Existing settings are not overwritten.
- Content Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings **are not copied** as part of this operation:

- Course ID
- Course Name
- Course Description
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

DO NOT Select Enrollments to go into the destination course. (This will copy students from your last semester course into your new semester course.

(Note: User records are only copied if the Copy Course with Users (Exact Copy) is selected. You would use this selection if you would like to keep a copy of your course records for your own files.)

ISSUES

1. Resolving Course Menu items

When copying content and tools from one course to an existing course, the Course Menu must resolve itself in the destination course. The table below describes the how Course Menu items are resolved.

| If . . . | then . . . |
|---|--|
| a Content Area in the source course does not exist in the destination course | the area will be added to the Course Menu in the destination course. |
| the Content Area in the source course and the Content Area in the destination course have the same name and are of the same type (for example, External Links, Staff Information, or content) | the content from the source course will be added, but will not replace, the content in the area within the destination course. |
| the Content Area in the source course and the Content Area in the destination course have the same name but are of different types | the Content Area from the source course will be added to the destination course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1). |

2. Links

Links to parts of a course that are not included in the copy will break when the links appear in the destination course. For example, if there is a link to a Test in a content area and Assessments are not copied, the link to the test will break.

3. Please obtain a new course cartridge from the publisher for each semester.