

# Copying Your Course Instructions

Purpose: **Copying Your Course** walks through the process of moving materials from one course section to another and completing the basic post-copy maintenance.

## Copying Your Course

### Needed to Complete:

To complete “Copying Your Course”, you will need to:

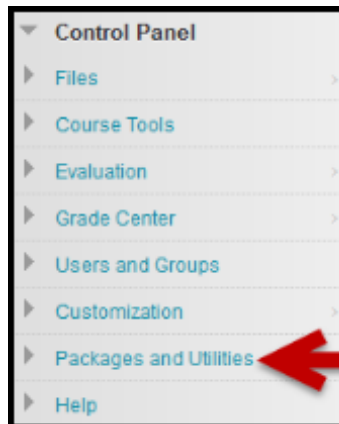
- Have access to the internet and a web browser such as **Firefox** or **Chrome**
- Be enrolled as an **Instructor** in the **Source Course** (the course where the materials currently exist)
- Be enrolled as an **Instructor** in the **Destination Course** (the course the materials will be copied to)

### Step 1: Access the Source Course in Blackboard Learn

Log into **Blackboard Learn** by clicking the **Blackboard** link in **FlashLine** or by accessing the login page directly at <https://learn.kent.edu/> and logging in with your **FlashLine User Name** and **Password**. Enter the **Source Course** (the course where the materials currently exist) by clicking the title of the course from your course list.

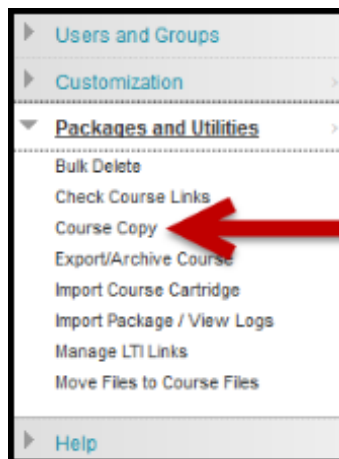
## Step 2: Expand the Packages and Utilities Control Panel Option

From any page in the course, click the **Packages and Utilities** option located under the **Control Panel** section on the left-hand navigation menu.



## Step 3: Click the Course Copy Link

Click the **Course Copy** link.



### Step 4: Browse for the Destination Course ID

Click the **Browse** button under **2. Select Copy Options**.

**Copy Course**  
*Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)*

Cancel Submit

**1. Select Copy Type**  
Select Copy Type Copy Course Materials into an Existing Course

**2. Select Copy Options**  
\* Destination Course ID  Browse...

### Step 5: Choose the Destination Course

Select the appropriate **Destination Course** from the list and click the **Submit** button.

*\*Note\* This list includes all courses you are enrolled in as **Instructor**. Please make sure to verify that you have selected the correct course section by checking the **CRN** (5-digit Code) + **Semester ID** (4-digit Year and 2-digit Semester), e.g. 12345.201580.*

<input checked="" type="radio"/>	12345.201580	ABC 10001 Introduction to Copying Your Course	May 15, 2015	jdoe
----------------------------------	--------------	---	--------------	------

Showing 1 to 1 of 1 items Show All Edit Paging...

Submit

## Step 6: Select All Course Materials

Click the **Select All** button.

*\*Note\* If you use the **Discussion Board** tool and do not use starter posts (posts by the instructor that students can only reply to), change the option under **Discussion Board** to "Include only the forums, with no starter posts".*

Select Course Materials

Select All

Content Areas

Content

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

Blackboard Collaborate Voice Authoring

Blackboard Collaborate Voice Board

Blackboard Collaborate Voice Podcaster

Blackboard Collaborate Voice Presentation

Blogs

Calendar

Contacts

Content Alignments

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

Glossary


### Step 7: Select File Attachments Option

Under **3. File Attachments**, select the "Copy links and copies of the content (include entire course home folder)" option.

**3. 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 and copies of the content (include entire course home folder)

### Step 8: Leave Enrollments Option Unchecked

Under **4. Enrollments**, do **NOT** check the "Include Enrollments in the Copy" option.

**4. Enrollments**

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

Enrollments  Include Enrollments in the Copy

### Step 9: Submit Course Copy

Click the **Submit** button.

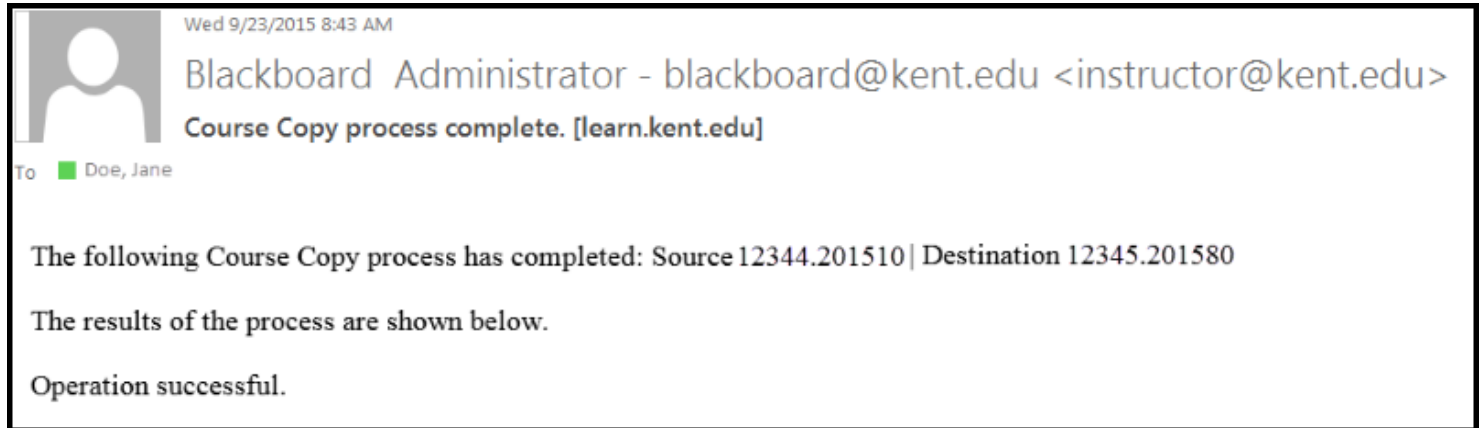
**5. Submit**

Click **Submit** to proceed. Click **Cancel** to go back.

 **Submit**

## Step 10: Confirm Receipt of Course Copy Completion Email

You will receive a system generated email to your **Kent State** email address once the course copy process is complete. It is recommended that the **Destination Course** not be accessed before this confirmation.



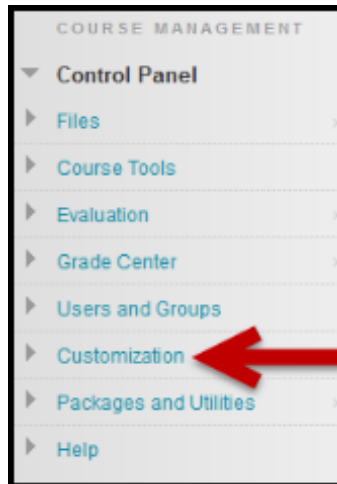
## Step 11: Access the Destination Course to Complete Basic Post-Copy Maintenance

Enter the **Destination Course** (the course where the materials have been copied to) by clicking the title of the course from your course list.

*\*Note\* Basic post-copy maintenance should be completed as soon as possible after receiving the course copy confirmation email.*

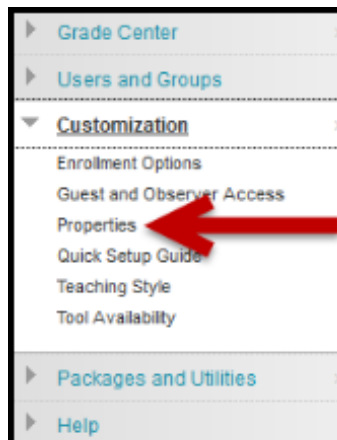
## Step 12: Expand the Customization Control Panel Option

From any page in the course, click the **Customization** option located on the left-hand navigation menu under the **Control Panel** section.



## Step 13: Click the Properties Link

Click the **Properties** link.



### Step 14: Set the Course Duration

Under **4. Set Course Duration**, select **Select Dates** and choose a **Start Date** by clicking the calendar button. An **End Date** may also be chosen.


*\*Note\* The **Start Date** makes the course materials available to students at 12:00am on the chosen date. The **End Date** makes the course unavailable to students at 11:59pm on the chosen date.*

4. **Set Course Duration**


Duration

Continuous

Select Dates

Start Date 08/31/2015 

*Enter dates as mm/dd/yyyy*

End Date  

*Enter dates as mm/dd/yyyy*

Days from the Date of Enrollment 0

### Step 15: Submit Course Duration Settings

Click the **Submit** button.

8. **Submit**

*Click Submit to proceed. Click Cancel to go back.*



## Step 16: Adjust Left-Hand Navigation Menu

(1) **Remove** duplicate, such as empty **Course Content** areas, or unused, such as **Course Tools**, menu items by clicking the drop-down arrow that appears to the right of each item and choosing **Delete**.

(2) **Drag-and-Drop** the remaining items into their appropriate locations using the handle arrows that appear on the left of each item to click, hold, and drag.

