

How to Copy the Course Template into an Existing Course

Preparation

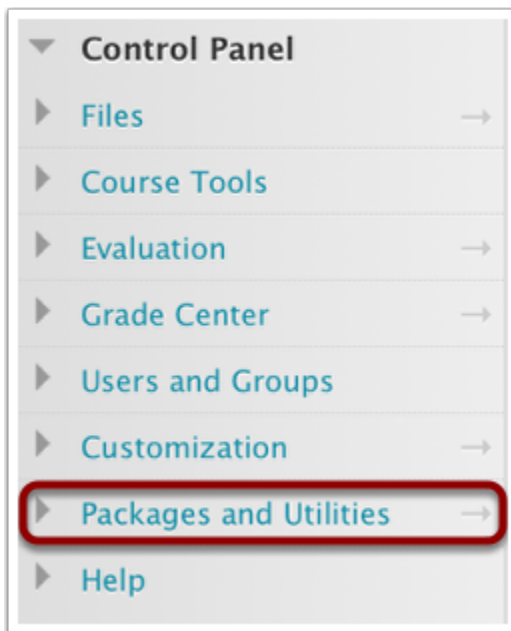
Once you have completed building your course using the Design to Teach Framework you may want to reuse the same course each time you deliver the course to students. Whether you created your course in a development course shell as a "Master" course or built your course directly in the Banner course section that will be delivered to students, the process for copying your course from one semester to the next remains the same.

To get started, you will need to Log in to [Blackboard Learn](#) and open the source course, i.e. the course you built using the Design to Teach template.

Note: In order to copy course content from one course to another, you must be enrolled in both the Source and Destination courses in the Instructor role.

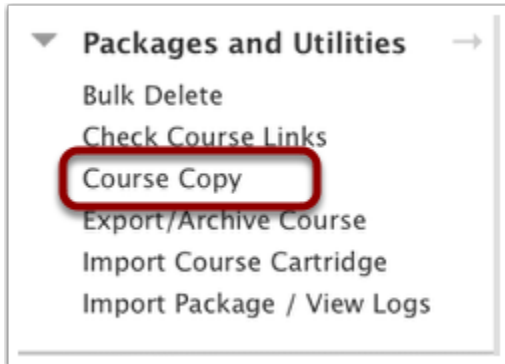
Step 1: Locate the Packages and Utilities Settings in the Control Panel

The menu will expand to reveal more options (pictured in Step 2).



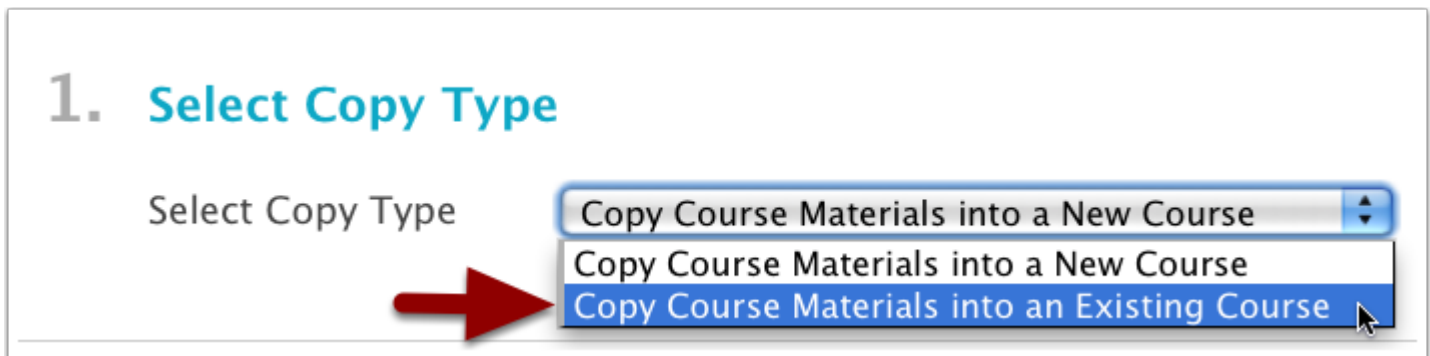
Step 2: Select the Course Copy Option

The Copy Course page will appear.



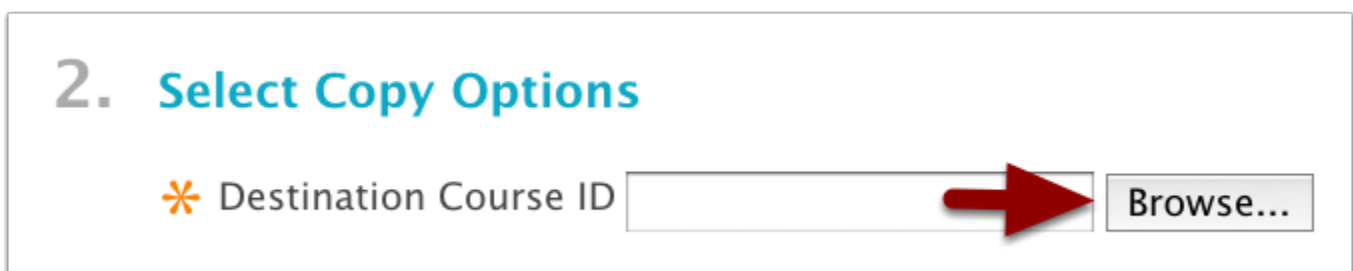
Step 3: Select the Copy Course Materials into an Existing Course Option

The page will refresh. Depending on your Blackboard Learn user rights, you will likely see only the options that reads: "Copy Course Materials into an Existing Course". Regardless of your options, this is the option that you should select.



Step 4: Click the Browse Button to Select the Destination Course

A new window will open (pictured in Step 5).



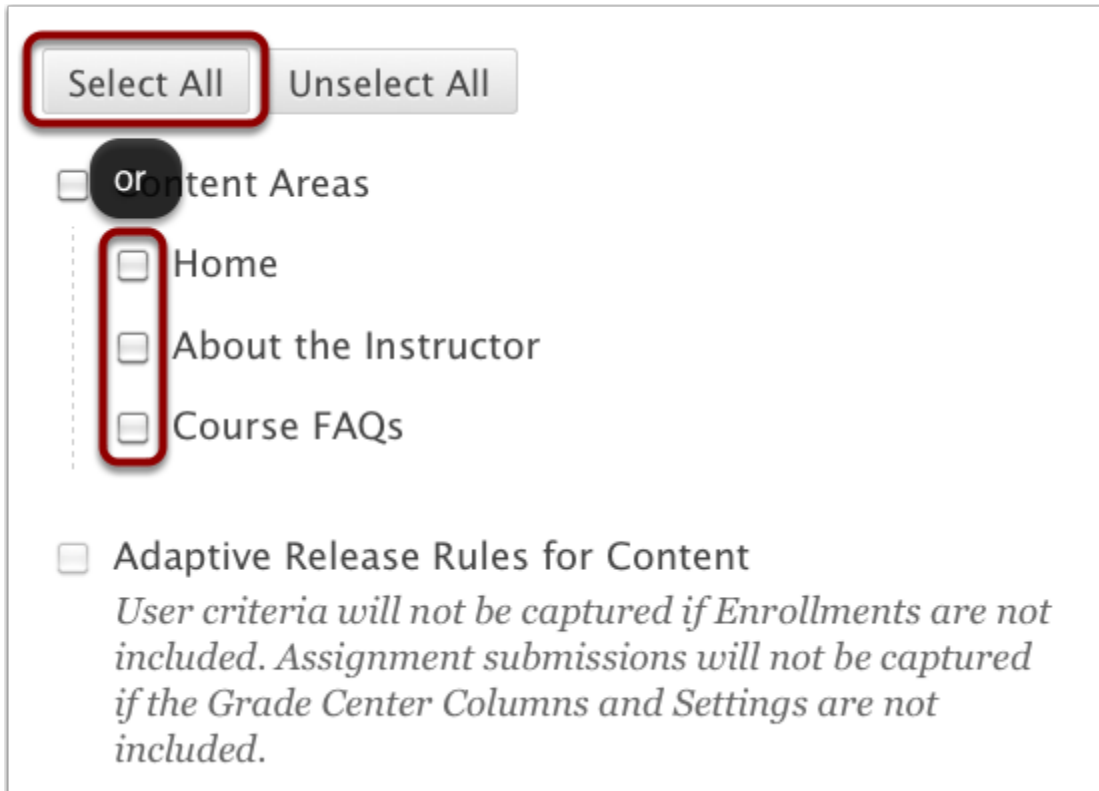
Step 5: Locate and Select Destination Course

Only courses in which you are enrolled in the Instructor role will appear in the window. Remember to click the **Submit** button to save your selection.

| | | | |
|----------------------------------|--------------|--|--------------|
| <input type="radio"/> | 10848.201260 | ENG-21011-021-201260: COLLEGE WRITING II | Mar 20, 2012 |
| <input type="radio"/> | 10877.201260 | ENG-21011-023-201260: COLLEGE WRITING II | Mar 22, 2012 |
| <input type="radio"/> | 10891.201260 | ENG-21011-024-201260: COLLEGE WRITING II | Mar 22, 2012 |
| <input type="radio"/> | 13775.201260 | ENG-30063-012-201260: BUS AND PROFESSIONAL WRITING | Mar 22, 2012 |
| <input checked="" type="radio"/> | 3899.201260 | ENG-21011-030-201260: COLLEGE WRITING II | Mar 22, 2012 |
| <input type="radio"/> | 17291.201210 | SOC-12050-003-201210: INTRODUCTION TO SOCIOLOGY | Jan 6, 2012 |
| <input type="radio"/> | 19604.201210 | DSCI-16010-001-201210: TELECOM INFRASTRUCTURE | Sep 15, 2011 |
| <input type="radio"/> | 23620.201180 | DAN-27076-003-201180: DANCE AS AN ART FORM | Jul 12, 2011 |

Step 6: Manually Select the Content to copy or use the Select All Option

The list of options below content "Areas" as shown below, will vary based on the setup of the source course content. You may select all areas or individually select the individual areas you wish to copy. If you are unsure of what to select, see Step 6 (Continued) below.



The screenshot shows a user interface for selecting content. At the top, there are two buttons: "Select All" and "Unselect All". The "Select All" button is highlighted with a red rounded rectangle. Below these buttons is a section titled "Content Areas" with a checkbox to its left. A black circle with the word "or" is placed over the checkbox. Underneath "Content Areas", there is a vertical dashed line followed by three items, each with a checkbox: "Home", "About the Instructor", and "Course FAQs". A red rounded rectangle highlights the checkboxes for "Home", "About the Instructor", and "Course FAQs". Below this section is another checkbox labeled "Adaptive Release Rules for Content", followed by a paragraph of italicized text: "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."

Step 6 (Continued)

Select Course Materials

Select All Unselect All

- Content Areas
 - Home
 - About the Instructor
 - Course FAQs
- 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
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis
- Wimba Classroom
- Wimba Voice Authoring
- Wimba Voice Board
- Wimba Voice Podcaster
- Wimba Voice Presentation

Note: Adaptive Release Rules for Content, Announcements and Calendar are typically date-specific content, and may require significant updating if you are copying a course you have already taught. You may wish to unselect them.

The options to the left (under "Settings") will remain unselected, even when you click "Select All." These options are tied to specific dates and enrollments. Do not select to copy these over unless you are absolutely certain you need them.

Step 7: Click Submit to Begin the Course Copy Process



Step 8: Wait for the import to be processed

Similar to the course package import process (see 1st screenshot below), Blackboard Learn will automatically update the progress of the course copy process. When viewing your course list in Learn, you should see a message just after the name of the destination course indicating the progress of the copy process. The message may read “Destination [course name] is Running” or “Destination [course name] is writing”. Once the message(s) are no longer present, the course copy is complete. Do not access the destination course before the copy process is complete as you may interrupt the process. You should also receive an email in your KSU email account confirming the course copy is complete. Check your junk folder if you do not locate the confirmation message in your inbox.



Step 9: Cleaning up

Once the course copy process is complete, you will need to clean up the course menu and create a new banner for your course. For tutorials on how to do this, see the Build section of the Design to Teach Framework on the Kent State University Online Teaching website.

There may be an additional Total Column and/or Weighted Total Column in your Grade Center after importing your existing course. These should be removed to prevent confusion for you and the students.

Instructional materials on how to remove and navigate your Grade Center can be found in the Resources for Faculty area of the Kent State Blackboard Online Learning website: <http://www.kent.edu/blackboard/index.cfm>

Need additional help?

Downloadable training documents, as well as links to support materials can be found in the Resources for Faculty area of the Kent State Blackboard Online Learning website: <http://www.kent.edu/blackboard/index.cfm>

For any assistance with Blackboard please visit <http://support.kent.edu> and Submit a Ticket or call 672-HELP (24x7). Faculty can also make an appointment with the Blackboard Support Center at 241 Stewart Hall (9:00 am-5:00 pm) by filling out a request here: <http://www.kent.edu/is/resources/elearning/faculty-blackboard-support.cfm>