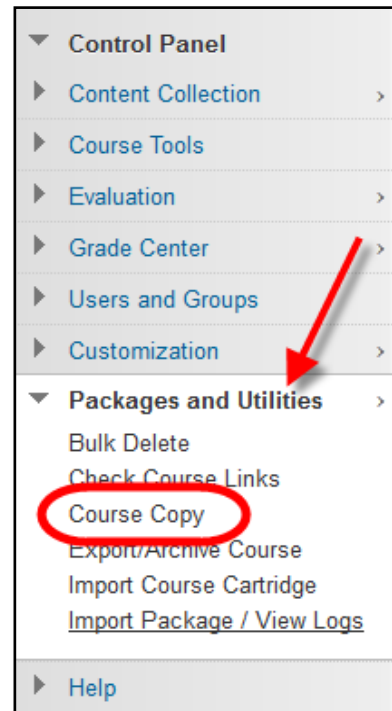


COPYING COURSES (COURSE COPY)

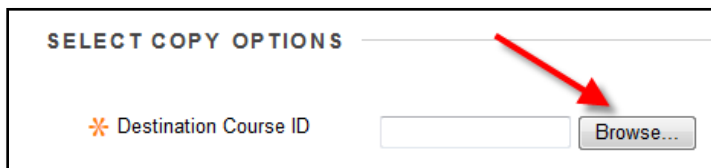
You can copy courses and use them as a convenient way to reuse and adapt existing course structures, materials, and content.

HOW TO COPY A COURSE

1. *In the course, you want to copy (your “source” course), on the **Control Panel**, expand the **Packages and Utilities** section and select **Course Copy**.*

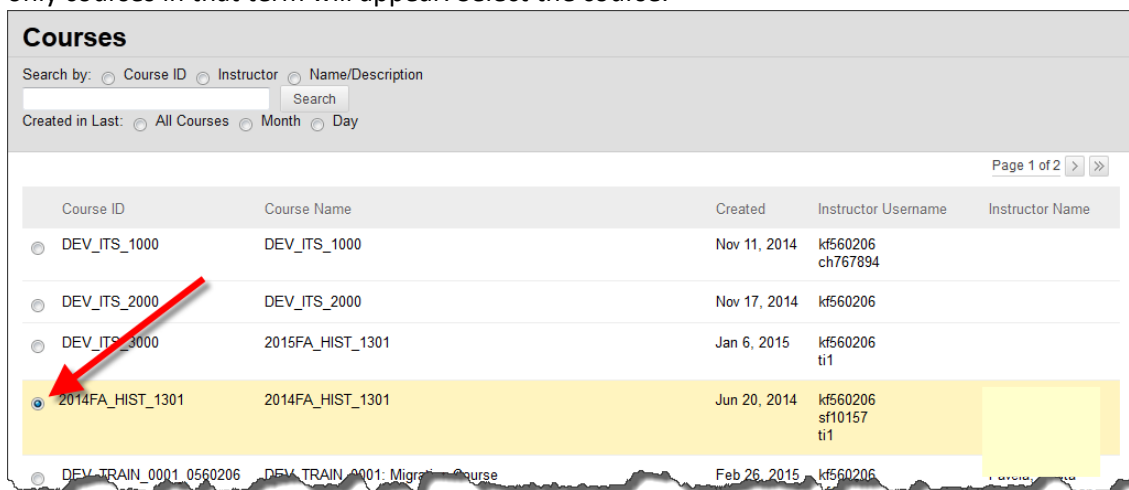


2. For Destination Course ID, click **Browse**.



The image shows a form titled 'SELECT COPY OPTIONS'. It has a label 'Destination Course ID' next to an empty text input field. To the right of the input field is a button labeled 'Browse...'. A red arrow points from the right towards the 'Browse...' button.

3. A list of your entire course appears. Select the option to the left of the course you want to copy this course into (your “new” course) OR select the radial button next to “**Name/Description**”, enter the term (2021F) in the search field and click on **Search**. A list of only courses in that term will appear. Select the course.



The image shows a 'Courses' search results page. At the top, there is a search bar with 'Search by:' and radio buttons for 'Course ID', 'Instructor', and 'Name/Description'. Below the search bar, there is a 'Search' button and a 'Created in Last:' section with radio buttons for 'All Courses', 'Month', and 'Day'. The main content is a table with the following columns: Course ID, Course Name, Created, Instructor Username, and Instructor Name. The table contains several rows, with the row for '2014FA_HIST_1301' highlighted in yellow. A red arrow points from the left towards the radio button in the first column of this highlighted row.

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> DEV_ITS_1000	DEV_ITS_1000	Nov 11, 2014	kf560206 ch767894	
<input type="radio"/> DEV_ITS_2000	DEV_ITS_2000	Nov 17, 2014	kf560206	
<input type="radio"/> DEV_ITS_3000	2015FA_HIST_1301	Jan 6, 2015	kf560206 ti1	
<input checked="" type="radio"/> 2014FA_HIST_1301	2014FA_HIST_1301	Jun 20, 2014	kf560206 sf10157 ti1	
<input type="radio"/> DEV_TRAIN_0001_0560206	DEV_TRAIN_0001: Migrat... Course	Feb 26, 2015	kf560206	

4. Click **Submit**.

5. In the **Select Course Materials** section, select the **Select All** button, Uncheck items you do not want to copy over (MCCC Faculty Resources etc...) and change the Discussion Board option to **“Include only the forums, with no starter posts.”**

If there is a Tool that you do not want moved into your new course, uncheck the checkbox for that Tool.

Note: Not all checkboxes may be selected. Some settings are automatically set by the registrar’s office (i.e. course availability dates, duration, enrollment, etc.).

Select Course Materials

- Content Areas
 - Home Page
 - Syllabus
 - Lessons
 - Resources
 - Instructor Alerts
- 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
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

6. In the **File Attachments** section, select the option to copy links to:

- **Copy Links to Course Files:** No copies of linked files are included in the copy. The copied course will have the same set of links and those links will point back to the original location of the link defined in the origin course.
- **Copy links and copies of the content:** This will make copies of linked files, but **ONLY** those files that are linked. Files within the course's home folder that are not linked to any content within the course are not included in the copy. **(Recommended Setting)**
- **Copy links and copies of the content (include entire course home folder):** This will make copies of ALL files in the course's home folder whether those files are linked to course content or not.

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying information.

Course Files

Copy links to Course Files

Copy links and copies of the content

Copy links and copies of the content (include entire course home folder)

7. **DONOT** Select **Enrollments**

ENROLLMENTS

Enrollments

Include Enrollments in the Copy

8. Click **Submit**.

9. When you receive an email that the Import process has been completed, you may begin editing your content.



Note: Content may begin to appear before you receive an email. Until you receive an email, the system may still be processing the copy. **Do not re-copy your course** or you will have duplicate content that will have to be deleted.



What if not all my content appears?

If your course is missing content or no content appears, log out of Blackboard, and wait 15 minutes before returning. If content is still missing, contact MercerOnline.

STEPS TO TAKE AFTER COURSE COPY AND CLEAN-UP SUGGESTIONS

Old content such as discussion posts and announcements may have copied over from the original course and should be deleted from the new course.

- Delete old Announcements
- Delete old Discussion posts (only delete if the option “**Include only the forums, with no starter posts.**” was not selected)
- Delete unneeded files in course content area and content collection
- Update Announcements
- Update Due Date on Tests and Assignments
- Update Opening/Closing Dates on Content
- Replace Files
- Test all links (Use student preview to test links. This gives you a student’s perspective)

DO NOT PERFORM A COURSE COPY MULTIPLE TIMES.

If you experience a problem while exporting or importing your course, contact MercerOnline.

RESOLVING COPIED COURSE ITEMS

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

If	Then
A course 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 course area in the source course and the course area in the destination course have the same name and are of the same type, for example, Course Info, MCCC Faculty Resource, Syllabus.	The content from the source course will be added, but will not replace, the content in the area within the destination course.