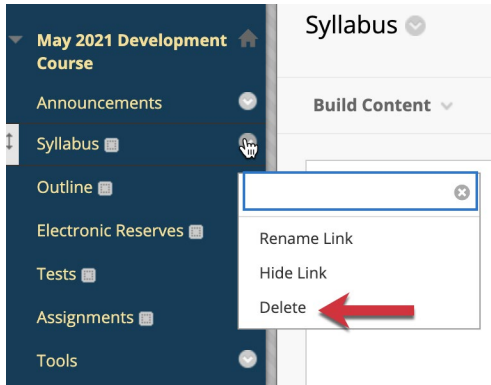


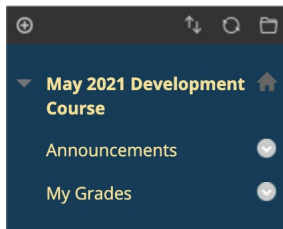
Copying a Course

Course copying is straightforward, but there are a few ways to make the process go more smoothly.

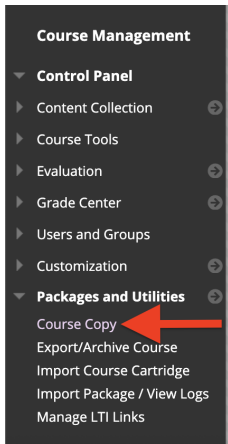
First, go to the new course you are copying *into* and delete the empty sections that come pre-loaded in all courses. A gray box next to the name indicates the page is empty. Don't worry about deleting pages that you will use, like Syllabus. Those pages will be added when your course copies.



But leave the Announcements and My Grades pages.



Now, in the course you are copying *from*, go to Control Panel > Packages and Utilities > Course Copy. Only users with instructor access to a course or the owner of a development course will have this option.



The Destination Course is the course you are copying *into*.

SELECT COPY OPTIONS

* Destination Course ID

DEV_lbl_course000

Browse...

Select which course materials you want to copy. In most cases, you can choose “Select All”

Select Course Materials

Select All

Unselect All

- Content Areas
 - Syllabus
 - Module 1: History, Models of Care, Professional Identity, Healing Environments
 - Module 2: The Therapeutic Relationship; Your Identity and Communication Style; Evidence-based Lifestyle Medicine Approaches
 - Module 3: CAM Modalities
 - Module 4: Case Based practical learning of IM approaches and Evidence based applications of IM
- 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
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts

There may be a few items to uncheck after selecting all:

- De-select Announcements unless you want the old announcements to be copied.
- For Discussion Boards, select “Include only the forums” so you do not copy discussion posts from the original course.
 - If you include starter posts all old student posts will be copied anonymously and would need to be deleted manually.
 - If you have threads with questions you want to preserve, select “Include starter posts for each thread,” but remember that you will need to delete the old student posts after the course copy.

For File Attachments, use the default “Copy links and copies of the content.”

When you have made all of your selections, click Submit. Your content will be copied within a few minutes.

- After copying you can click and drag all menu items into the desired order.
- Blackboard will add new “Weighted Total” and “Total” columns to the Grade Center, which should be deleted if they are not needed.

Need more assistance?

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