Course Copy
Blackboard At ODU

April 2018

Old Dominion University
# Contents

Preface .............................................................................................................................................. 3  
Course Copy ...................................................................................................................................... 4  
  First Steps – Where Do I Start ........................................................................................................ 4  
  Preparing the new course ................................................................................................................ 4  
  Steps to Copy .................................................................................................................................. 5  
  Important things to Note: ................................................................................................................ 5  
  What Do I Do Next? ......................................................................................................................... 6  
  Updating your new Bb course .......................................................................................................... 6  
  Making your new Bb course available to your students ................................................................. 8  
  Export the old Bb course .................................................................................................................. 9  
  Moving Content to User Directory ............................................................................................... 10  
    Copying HTML Packages ............................................................................................................. 11  
    Relinking HTML Item .................................................................................................................. 13  
    Moving Videos to Kaltura ............................................................................................................ 14
Preface

In recent prior semesters, the default settings during course copy included the entire course content collection due to changes in how Blackboard, Inc., handled course content at the time. Effective April 1, copying the entire content collection will no longer apply. The default settings, effective April 1, will include only those items that are actually linked somewhere in the course, that is, only those that are actually “used.” This will significantly reduce the size of courses by not reproducing the entire content collection on each copy and by not including items not actually used.

Why is it important to reduce the course size by not duplicating content unnecessarily? Large sized courses slow down the system tasks so completing course copies takes much longer. Really large courses can completely stall the system tasks altogether. There have been several occasions in recent weeks where this has happened. We want to alleviate that problem so that you can rely on a quicker, more responsive system.

There are two particularly significant issues to note:

- Stored files for your personal access
  - If you store documents or other files in your course sites for ease of access during class, at home, etc., those will not be included in the course copy.
  - Option 1:
    - Create a hidden menu item or folder in your course and add those items to that space. Then they will be considered in use and be included in the course copy. It will be best if you do that before you make your next copy.
  - Option 2 (preferred):
    - COPY or MOVE these types of files from a current or previous course to your personal content collection in Blackboard. It may be easiest to do that before the next course copy, but it can be done anytime, as long as the previous course is still in the system.

- Packages used in courses
  - If you use a “package,” one that requires several files and/or subfolders with files, it is likely that only the first level file will be included in the course copy. After the course copy, you should check all your package activities and, if needed, update them by reposting those that do not work.
  - Refer to “Copying HTML Packages” later in this document for details

Watch for these and other “Important Things to Note” throughout this document.
Course Copy

Blackboard Course copy allows the moving of course materials from one course to another. Copying course materials into an existing course will add content to a course, but will not remove existing content. **Note that copying more than once of the same Course Materials will cause duplications in content.**

First Steps – Where Do I Start
1. Before copying the course, consider first removing old and outdated materials in the current course to aid in reducing course size and copying unnecessary materials. You will only want to remove items that may NOT be currently in use by your course. Do not remove anything that has a grade attached.
2. Move/add frequently used items to your user content directory. In the content collection under ‘My Content’ you can store items that you use often and link your courses here. – See Moving Content to User Directory below.
3. Move ALL videos to Kaltura. See Moving Videos to Kaltura

Preparing the new course
Before copying your old Bb course into the new Bb course, you may need to do a little house keeping. Perform these steps if the Course Menu in your old course isn’t the default:

- Home Page
- Announcements
- Teaching Staff
- Orientation
- Syllabus
- Schedule
- Modules
- Assignments
- Exams
- Help
- Tools

4. Log into the course for your **new term.** (e.g. Spring 2018, the site name would start with 201720_SPRING_...)
5. Turn on **Edit Mode,** in the upper right tool bar, if it is not already active.
6. Within your **Course Menu,** located upper left navigation menu that includes your course name, remove each of the menu items except **Home Page** by doing the following:
   - Hover your mouse over one of the menu items, for example Announcements.
   - Click the Options Menu icon, ☰ , to reveal the menu items tools.
   - Select **Delete.**
   - When prompted to confirm, click **Delete this menu item.**
   - When prompted again, click the **Delete** button.
7. Repeat step 3, for the remaining menu items listed.

Reference Article: [https://en-us.help.blackboard.com/Learn/Instructor/Getting_Started/Navigate_Inside_a_Course#course_menu](https://en-us.help.blackboard.com/Learn/Instructor/Getting_Started/Navigate_Inside_a_Course#course_menu)
Course Copy Blackboard at ODU

A Reference Guide

Steps to Copy

Return to your old Bb course to copy it into the new term Bb course. Usually you want to copy all course content, assessments, Grade Center setup, and other tools into the new term’s Bb course.
Among the material you might want to consider not copying are Announcements, which are often term specific and Discussion Board threads created by your previous students.

1. Log into the OLD course that you will be copying.
2. Under COURSE MANAGEMENT, expand Control Panel.
3. Expand Packages and Utilities.
4. Select Course Copy.
5. On Course Copy page do the following:
   a. SELECT COPY TYPE – Do not change anything; use default values.
   b. SELECT COPY OPTIONS *Destination Course ID– Click Browse... button.
   c. On Courses pop-up page – Select your new Bb course and click Submit.
   d. SELECT COPY OPTIONS – Select Course Materials - Click Select All button.
   e. Uncheck Announcements if you do not want to copy them.
   f. Select either Include starter posts or Include only forums under Discussion Board. *Make a note of your choice since this will impact the steps you completed in updating your new Bb site.
   g. If copying test, quizzes, etc., be sure to copy test, survey and pools and grade center column and settings
   h. FILE ATTACHMENTS – Select ‘Copy Links and copies of the content ’ Click Submit button.

   i. WAIT for the email message notifying you that the copy is complete.

Reference Article:
https://en-us.help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Copy_Courses

Important things to Note:

- Avoid multiple copies (do not hit the course copy button more than ONE time) as this will result in duplication of content in the destination course.
- There is a known issue with HTML packages in Blackboard where a course copy only copies the main index file of the package but not the other files included in the package. This issue can be addressed in a couple of ways
  o Move packages to your user directory in the content collection and link to it from your course: See Moving Content to User Directory below
  o Copy the supporting files in the package: See Copying HTML Packages below
- If you have not received a confirmation email in 24 hours - or data is still missing after a course copy please contact the helpdesk at ithelp@odu.edu or 757-683-3192 for further assistance.
Course Copy Blackboard at ODU
A Reference Guide

What Do I Do Next?

1. After receiving the confirmation email navigate to the destination course.
2. Check that all course links and course items to ensure their availability and confirm they are functioning as desired.
3. Check to see if any items are missing.
4. If you find items are missing consider using the ‘copy’ item feature to just move that item.
   a. Hover mouse over the item you want to move (from the original course) select drop down arrow then copy.
   b. Select the Destination Course and Folder to copy the item over.
   c. Submit.
5. If you find items are still missing contact the Help Desk at ithelp@odu.edu or 757-683-3192 for further assistance.

Updating your new Bb course

Once the course copy is complete, you need to perform some basic term maintenance for the new Bb course like changing assignment dates, checking your Grade Center columns. In addition, check specific tools you use like Respondus LockDown Browser and SafeAssign. Depending on the settings you selected for your course copy, you may also need to do some additional steps like delete the previous term’s discussion board posts, wiki and blog entries, and update announcements.

In your content throughout the course, verify links, forms, etc., and update assignment availability and due dates.

You may be able to skip some of the steps for this action if you are not using certain tools or copied certain content into your new Bb course.

1. Log into the course for your new term.
2. Turn on Edit Mode, if it is not already active, in the upper right tool bar.
3. **FOLLOW THESE STEPS TO EDIT THE PLE LINKS. IMPORTANT: USE THE LINKS PROVIDED BY CLT FOR THE NEW TERM.**
   - If you do not use PLE, go to the next step.
   a. Hover your mouse over one of your PLE links, such as Syllabus (PLE).
   b. Click the Options Menu icon, , to reveal the menu items tools.
   c. Select Web Link.
   d. Replace the old link with the new link provided by CLT in the field.
   e. Click Submit button.
   f. Repeat for any other PLE links.
4. Check the Grade Center for unneeded columns and update as needed.
   a. Under COURSE MANAGEMENT, expand Control Panel.
   b. At the Grade Center section, click the Go to the Grade Center Page shortcut icon.
   c. Delete each unneeded columns using the Click for more options icon, and selecting Delete Column. If you are unsure, you can use the same control to Edit Column Information to review details.
5. **Update course Announcements if you copied them from your old Bb course.**
   a. Click Announcements within the Course Menu
   b. Move your mouse over the announcement to update.
   c. Click the Click for more options icon, , for an announcement and select Edit.
   d. Make the needed changes, such as Select Date Restrictions, and click Submit.

6. **Fix any error with Respondus LockDown Browser if this tool is used for your online tests.**
   a. Under COURSE MANAGEMENT, expand Course Tools.
   b. Click Respondus LockDown Browser.
   c. Review the list of tests on the Respondus LockDown Browser Dashboard page.
   d. Click the Fix It button for any tests displaying an error message.

7. **Synchronize assignments that use SafeAssign if this tool is used.**
   a. Under COURSE MANAGEMENT, expand Course Tools.
   b. Click SafeAssign.
   c. Click SafeAssign Items on the SafeAssign page.
   d. Click Synchronize this course button on the SafeAssign Items page.

8. **Update assignment availability and due dates if needed.**
   a. Under COURSE MANAGEMENT, expand Course Tools.
   b. Click Date Management.
   c. On the Date Management page, SELECT DATE ADJUSTMENT OPTION – Select List All Dates for review.
   d. Click the Start button.
   e. When Date Management Progress displays 100%, click Next button.
   f. Review the assignment DUE, STARTS, and ENDS dates.
   g. Use the Edit Dates icon, , to adjust each assignment date and the click the Submit icon.
   Optionally, if you copied from a previous matching term, for example Fall 201510 -> Fall 201610, and know the starting date of the last term you can update all assignments using the Run Date Management Again button, and then the Selecting Use Course Start date option. When using this approach you should still check and, as needed, edit individual dates.

9. **Review your course content and tool settings and update as needed including such things as:**
   a. Content STANDARD OPTIONS like Permit Users to View this Content and Select Date and Time Restrictions.
   b. Link to external resources are still valid.
   c. START HERE materials are correct.

10. **Clear previous student discussion board threads if you chose to Include starter posts for your Discussion Boards when copying your old Bb course.**
    a. Under COURSE MANAGEMENT, expand Course Tools.
    b. Click Discussion Board. If prompted to Set Author of Anonymous Posts, select the option to set yourself as the author and click the Submit button.
    c. Review the number of Posts for each Discussion Board listed and perform the following for each where that number is not 0.
    d. Click the discussion board’s name to open the discussion board.
e. For forums with **Total Posts** not equal to zero, click on the forum name to open it. Check the boxes to select the posts to delete, keeping any start posts unchecked, and click the **Delete** button. **If there are many posts you can click the Edit Paging button and set the items to page to the displayed Total number of items, then click the Go button. Now you can check the box to select all posts at one time. Again uncheck any start posts before click the Delete button.**

f. Repeat this process for each discussion forum and discussion bard in your new course.

**Bb Reference Articles:**

- [https://en-us.help.blackboard.com/Learn/Instructor/Getting Started/Navigate Inside a Course](https://en-us.help.blackboard.com/Learn/Instructor/Getting Started/Navigate Inside a Course)
- [https://en-us.help.blackboard.com/Learn/Instructor/Course Content/Reuse Content/Date Management](https://en-us.help.blackboard.com/Learn/Instructor/Course Content/Reuse Content/Date Management)

Preparing other Bb course sections: If you are teaching different sections of the course that you just prepared, you can save a lot of time by copying the completed new course into your other Bb course sites directly.

1. Log into the course that you have prepared for this term.
2. Under **COURSE MANAGEMENT**, expand **Control Panel**.
3. Expand **Packages and Utilities**.
4. Select **Course Copy**.
5. On **Course Copy** page do the following:
   a. **SELECT COPY TYPE** – Do not change anything; use default values.
   b. **SELECT COPY OPTIONS *Destination Course ID**– Click **Browse...** button.
   c. On **Courses** pop-up page – Select the **other new Bb course** and click **Submit**.
   d. **SELECT COPY OPTIONS** – Select Course Materials - Click **Select All** button.
   e. Uncheck **Announcements** if you do not want to copy them.
   f. **FILE ATTACHMENTS** – Select **Copy links and copies of the content (include entire course home folder)**
   g. If copying test, quizzes, etc., be sure to copy **test, survey and pools and grade center column and settings**
   h. Click **Submit** button.
   i. WAIT for the email message notifying you that the copy is complete.

**Bb Reference Article:**
[https://en-us.help.blackboard.com/Learn/Instructor/Course Content/Reuse Content/Copy Courses](https://en-us.help.blackboard.com/Learn/Instructor/Course Content/Reuse Content/Copy Courses)

**Making your new Bb course available to your students**

1. Log into the course you will be copying into the new term.
2. Under **COURSE MANAGEMENT**, expand **Control Panel**.
3. Expand **Customization**.
4. Select **Properties**.
5. Change **SET AVAILABLITY - Make Course Available** to **Yes**.
6. Do not change any other settings on the **Properties** page.
7. Click **Submit** button.

**Reference Article:** [https://en-us.help.blackboard.com/Learn/Instructor/Courses/Course Availability](https://en-us.help.blackboard.com/Learn/Instructor/Courses/Course Availability)
Export the old Bb course

If you have not already done so, backup the source course for safekeeping.

The export file can be used to import your course content, Grade Center, activities, and other course materials from your computer into another Bb course for your use. You can also share the export file with other faculty (new adjuncts or other fulltime faculty) so others can reuse your course.

1. Log into the course you will be copying into the new term.
2. Under COURSE MANAGEMENT, expand Control Panel.
3. Expand Packages and Utilities.
4. Select Export/Archive Course.
5. Click Export Package button.
6. On Export Course page do the following:
   a. FILE ATTACHMENTS – Do not change anything; use default values.
   b. SELECT COURSE MATERIAL – Click Select All button.
   c. Click Submit button.
7. WAIT for the email message notifying you that the export is complete.
8. Return to the Export/Archive page of the course you have exported.
9. Right-click the “ExportFile_XXXX.zip” link listed on the page.
10. Select the Save File option and save your file in a safe location.

Bb Reference Article:
https://en-us.help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Export_and_Archive_Courses
Moving Content to User Directory
To move an item to your user directory in the Blackboard Content Collection, follow these steps:

1. **From the Control Panel**, select the **Content Collection** and click on the name of your course.

2. Select items to move then click **Move**.

3. Click **Browse** to locate your user directory.

4. Hover your mouse over Browse then select, **My Content**.
5. Check the box next to your username and click **Submit**.

![Image](image.png)

6. Click **Submit** back on the main course page.

![Image](image.png)

7. A success indicator appears at the top of the page. You content has been moved to your User Directory.

![Image](image.png)

You can view the content by selecting **Content Collection** at the top of Blackboard Page.

### Copying HTML Packages

If you are using HTML packages and find that the course copy only copied the index file and not the other files included in the package, you can follow these steps to correct the issue:

1. Navigate to the orginial course and go to the **Control Panel** then **Content Collection**.
2. Locate the folder that contains the package file.
3. Select the folder you wish to copy, then select **Copy**.

4. Select **Browse**, a second window will pop-up.

5. Select the **arrow** to navigate to the parent folder.

6. Select the down arrow to see your list of courses.

7. Select your course from the list. The page will refresh.

8. Check the box next to the course name. Then click **Submit**.
9. At the Blackboard main page, select Submit.

10. A success indicator appears at the top of the page.

**Success: Item copied.**

### Relinking HTML Item

1. Navigate to the new course (the course you copied data into)
2. Locate the item/file that needs to be updated.
3. Edit the item
4. Under the attachment heading select **Browse Content Collection**.

5. Locate the folder that was just copied
6. Click the folder name to open the folder and locate the file to attach.
7. Place a check next to the file you wish to use. Click **Submit**.

8. Select **Give users access to all files and folder in the folder**. This will allow them to view the data linked.

9. Click **Submit**. The file is now linked.
Moving Videos to Kaltura

Please see the following steps if you currently have any package file video in Blackboard. If you already have the video file saved elsewhere and wish to upload to Kaltura, skip to step 7.

1. Determine the type of video file you wish to use. Kaltura only accepts certain video files. Mpeg-4 and QuickTime Formats (MP4, MOV, QT, and M4V), Flash Video (FLV and F4V), Microsoft Windows Formats (AVI, ASF, WMV and WMA), MPEG-1/2 (MPG, M1V, M2V, MP3), WAV, Matroska (MKV), OGG OGM & OGV, WEBM, 3GP, RM, Webex (ARF), MXF are all acceptable.
2. If you are converting from a package file, enter into the older course.
3. Navigate to the Control Panel, then Content Collection. Click on the course name.
4. Locate the folder that contains the video file.
5. Ensure the video plays prior to saving.
6. Download and save the file.
7. Navigate to the new course and click the menu item where you would like to place the video.
8. If this is not a video quiz, select Build Content then Kaltura Media. If you would like to create a video quiz please contact The Help Desk at itshelp@odu.edu or 757-683-3192.
Course Copy Blackboard at ODU

A Reference Guide

9. Select **add new** from the upper right hand corner. *Media Upload*

10. Click **Choose a file to upload** and locate the file save from step 6 above.

11. A confirmation screen will appear. Please provide a **file name, and description**. Click **Save**. Then **Back to browse** and **Embed**.

12. Locate the Video upload and click **Select**.
13. Select Desired options to appear with video, then click Embed.

14. Provide Title and Description. Submit.

15. Video appears as content on the page. Students can click to watch media.

Please contact The Help Desk at itshelp@odu.edu or 757-683-3192 if you have any questions or concerns.