

Course Copy

Overview

Course Copy can be used in several different ways:

- Copy selected Course materials into a new Course to create a new section of the same Course.
- Copy selected Course materials into an existing Course to share content across several Courses without having to recreate the content in each Course. This option adds content to a Course, without deleting existing content.
- Copy just enrollments (or enrollments and selected content and tools) to easily move users from one sequential Course to the next Course.
- Create an exact copy of a Course, including enrollments and user data. This option is useful if a Course is split into multiple sections. The Instructor may perform an exact copy and then un-enroll specific Students to create two sections of the same Course.



Note: A user can only copy materials into a Course where the user has a role of Instructor, Teaching Assistant, or Course Builder.

Find this Page

Select **Packages and Utilities** on the Control Panel and then click Course Copy.

Course ID

Enter a Course ID for the new Course that will be created and populated with content from the current Course. Please make sure that the new Course ID matches the naming convention used at the Institution. Also, the Course ID should not have any spaces or characters other than numbers and letters (A-Z), dash (-), underscore (_), and period (.). The Course ID must be unique and remain static. It cannot be edited.

Destination Course ID


Enter a Course ID for the destination Course or click **Browse** to open a Search function in a separate window. This field is only available when **Copy Course Materials into an Existing Course** is selected.

Choose a Course Copy Option

Select an choice from the **Select Copy Type** drop-down list:

To . . .	select. . .
Copy some or all of the Course materials into a new Course	Copy Course Materials into a New Course

To . . .	select. . .
Copy some or all of the Course materials into an existing Course	Copy Course Materials into an Existing Course
Make an exact copy of the Course including enrollments	Copy Course with Users (Exact Copy)


 Note	<p>Note: a Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.</p>
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Select Copy Options

The following options are available when either **Copy Course Materials into a New Course** or **Copy Materials into an Existing Course** is selected.

Course Material	Behavior when copied
Information	All Staff Information is copied to the new Course.
Content	Copies Course materials, including uploaded files, Learning Modules, links. Users may also select to include Course Information, Course documents, Assignments, and External Links.
Adaptive Release rules for content	Copies all Adaptive Release rules for Course content.
Announcements	All Announcements are copied to the new Course. This option must be selected or the links in Announcements to Assessments will be broken.
Blogs	Copies all posts and replies.
Calendar	All Calendar events are copied to the new Course.
Collaboration Sessions	Copies Collaboration Sessions.
Discussion Board	Discussion Board Forums, including the initial posts in each Forum, are copied to the new Course.
Early Warning System Rules	Copies all Early Warning System rules.
Glossary	Copies the Glossary.
Grade Center Items and Settings	Items in the Grade Center, and their settings, such as type, categories, and display options, are copied to the new Course.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names.
Journals	Copies all entries and replies.
Settings	Some Course Settings will be copied. See Course Settings for more information.

Course Material	Behavior when copied
Contacts	Copies all Contacts entered in the Course.
Tasks	Copies all Tasks entered in the Course.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new Course.

 Note	<p>Note: All Course Cartridge content is copied during a Copied Course with Users operation.</p>
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Course Settings

When Course Settings is selected, certain settings are copied to the new Course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Style
- Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Resolving 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 table below describes the 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	the content from the source Course will be added, but will not replace, the content in the

If . . .	then . . .
type (for example, External Links, Staff Information, or content)	area within the destination Course.
the Course area in the source Course and the Course area in the destination Course have the same name but are of different types	the Course area from the source Course will be added to the destination Course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).

Select Enrollments

If **Include Enrollments in the Copy** is selected, the list of users in the Course will be copied. User records in the Course will not be copied. This includes the following:

- Grade Center Records
- Discussion Board posts (including Groups Discussion Board posts)
- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions
- Course Statistics
- Collaboration session logs
- User Home pages
- The Electric Blackboard entries

User records are only copied if the **Copy Course with Users (Exact Copy)** option is selected.

Links

Links to parts of a Course that are not included in the copy will break when the links appear in the destination Course. For example, if there is a link to a Test in a Course area and Assessments are not copied, the link to the test will break.

Course Cartridge content

Copy Protected Cartridge content is only copied if the **Course Cartridge Materials** option is selected. This option only appears if there is Copy Protected Cartridge content in the Course. The destination Course maintains the availability settings for the source Course.

If the destination Course already has a Cartridge ID (meaning it already includes Copy Protected cartridge content), neither the cartridge content nor the Cartridge ID may be copied from the source Course to the destination Course. If the **Course Cartridge Materials** option is selected, the copy operation will be successful, but a note in the receipt states that the Course Cartridge Materials will not be copied.

If the source Course and the destination Course have the same Cartridge ID, the content may be copied successfully.

Content System items

When a Course is copied, links to Content Collection items within the Course are included. The permissions to these items must be edited so users in the new Course can successfully access these links. See the topic Course Copy and Content System Items for additional information.

Course Cartridges

Overview

Course Cartridges allow Instructors to access sets of teaching tools provided by academic publishers. Chalk Titles are Course Cartridges that are integrated with external applications and content from publishers.

Find this Page

Click **Packages and Utilities** and then click **Course Cartridges**.

In this section

This section contains information on the following topics:

Topics	Description
Import Course Cartridges	Explains how to add Course Cartridges to the Course.
About Chalk Titles	Provides an explanation of Chalk Titles and their features. Also gives tips in troubleshooting.
Manage Chalk Titles	Explains how to manage Chalk Titles within a Course.

Import Course Cartridge

Overview

Course Cartridges enable Instructors to gain access to complete sets of teaching tools provided by academic publishers. In one central location, Instructors can find relevant, publisher-created materials. Once the materials are downloaded to a Blackboard Learn - Course Delivery Course, Instructors are free to customize the content by adding and deleting materials as needed to correlate with specific topics covered in the classroom.

Course Cartridges can serve as supplements to existing online Courses, or provide an excellent start for faculty who are just beginning to develop online teaching strategies. Instructors will benefit from the ease of use, variety, and professional quality of the materials available on Course Cartridges.


Instructors download Course Cartridges from the Course Cartridge Repository and install cartridges into Courses.

Find this Page

Click **Import Course Cartridge** on the Packages and Utilities section of the Control Panel.

Field

Enter the Course Cartridge Download Key in the field provided. Course Cartridge content will be added to Course materials.

 Note	Note: The Download Key can be obtained from the publisher. Without a Download Key, it is not possible to add Course Cartridge content.
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Copy Protection

Cartridges may be designated as Copy Protected or Open Access. Only one Copy Protected cartridge may exist in a Course. Open Access cartridges may be downloaded by Instructors into Courses that already contain cartridge content. Therefore, a Course may contain one Copy Protected cartridge and multiple Open Access cartridges.

Once an Open Access cartridge is added to a Course, the content from this cartridge acts like all other content. This content is not differentiated during operations, such as Course Copy.

Download a Course Cartridge

Follow the steps below to download a Course Cartridge.

1. Select a textbook with a companion Course Cartridge by browsing the Course Cartridge Catalog, located at <http://cartridgecatalog.blackboard.com/catalog/>
2. Obtain the Instructor Download Key from the textbook publisher.
3. Begin the Course creation process.

4. During the Course creation process, enter the Instructor Download Key obtained in Step 2.
5. Click **Submit** to create the Course.
6. An email will arrive when the Course Cartridge has finished loading into your new Course.

How Students access Course Cartridges

Students must follow the steps below to access the Course Cartridge materials.

1. Enroll Students in the Course.
2. Instruct Students to purchase required textbook or other publisher provided materials that contain the Access Key.
3. When first accessing the Course content, Students will be required to enter an Access Key. Once validated, Students will no longer need the Access Key.

Cartridge functionality

There are no restrictions on Open Access cartridge content during import, export, archive, restore or copy operations. This content is treated like other content in the Course

Copy Protected cartridge content functions in the following ways:

- **Archive:** When a Course is archived all cartridge content in the Course is saved with the archive.
- **Restore:** When an archived Course is restored by the System Administrator, the cartridge content is included in the restored Course.
- **Export:** When a Course is exported, cartridge content is not included.
- **Import:** The only time cartridge content is included during a Course import is if the package was created as an archive. Cartridge content is not included in exported packages.
- **Copy:** Cartridge content is always included in a Course Copy with Users (exact copy) operation. The user has the option to include cartridge content as part of a Copy Course Materials into a New Course operation or a Copy Course Materials into an Existing Course operation.



Note

Note: Content from only one Copy Protected cartridge may be copied into a Course.

Archive Course

Overview

Archive Course creates a permanent record of a Course including all the content and user interactions.

Archived Courses are saved as .zip files. Archiving a Course does not delete it from the system.

How to Archive a Course

1. Click **Archive Course** from Packages and Utilities.
2. Click **Archive** on the Export / Archive Manager page.
3. Click the **Include Grade Center History** checkbox to include the Grade Center history data in the archive.
4. Click **Submit**.

Download the Course package

After the Archive Course page is submitted the system creates the Course package. When the package is complete, the Instructor who initiated the operation receives an email. After the email is received, the Instructors may open the Export / Archive Manager page in the Blackboard application and download the Course package to the local computer.

Bulk Delete

Overview

The Bulk Delete page is a useful tool for Instructors to use at the end of a Course. It allows Instructors to select information to be deleted from a Course and keeps the rest of the Course areas for use in the future. For example, remove Students and grades but keep content.

Bulk Delete removes all users with a role of Student from the Course. Teaching Assistants, Graders, and Course Builders will not be removed.



Note

Note: Use Archive Course to create a permanent record of the Course before recycling.

Find this Page

Click **Bulk Delete** in Packages and Utilities on the Control Panel.

Fields

The table below details the fields on this page.

Field	Description
Select Content Materials to Delete	
	Select the check boxes for areas within the Course that will be deleted. For example, if Staff Information is selected all of the data within Staff Information will be deleted.
Select Other Course Materials to Delete	
	Select the check boxes for areas within the Course that will be deleted. For example, if Discussion Board is selected all of the Discussion Boards in the Course will be deleted.
Confirmation	
	Enter "Delete" in the Type 'Delete' to complete this request field to confirm the Bulk Delete.

Import Package

Overview

Instructors may use the Import Package page to upload Course materials from another Course. For example, if they have exported a Course they may import the whole Course package, or selected parts of the Course through Import Package.

Never upload an Exported Course package that has been edited since it was created and downloaded. Opening the .ZIP file and changing any of the files in the Exported Course package will result in unstable and unpredictable behavior when the Course is imported.

Find this Page

Click **Import Package** under the Packages and Utilities on the Control Panel.

Fields

The table below details the fields on the Import Package page.

Field	Description
Select Copy Options	
Destination Course ID	Displays the Course ID for the Course.
Select a Package	
Please Browse for the location of the packaged Course	Either enter the path to the Course package or click Browse to search for the Course package.
Select Course Materials	
Select the option for each Course area and tool in the Course that should be imported.	

Select Course materials

The table below details what happens to each selectable option when the import is performed.

Course Material	Behavior when copied
Content	Imports Course materials, including the following, from the package: <ul style="list-style-type: none"> • Uploaded files • Learning Modules • Links • Course Information • Course Documents • Assignments • External Links • Building Block content

Course Material	Behavior when copied
Announcements	All Announcements are imported. If Assessment links appear in Course areas, then this option must be selected, or the link to the Assessment will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are imported to the new Course.
Calendar	All Calendar items are imported to the new Course.
Course Settings	Some Course Settings will be imported.
Discussion Board	Discussion Board Forums, including the initial message in the Discussion Board, are imported.
Grade Center Items and Settings	Items in the Grade Center, and their settings, such as type, categories, and display options, are imported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names.
Staff Information	All Staff Information is imported.

Course Settings

When **Course Settings** is selected, certain settings are imported to the Course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Style
- Course Banner

Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not imported as part of this operation:

- Course Name
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Resolving the Course Menu items

When importing a package, the Course Menu must resolve itself in the destination Course. The table below describes the how Course Menu items are resolved.

If . . .	then . . .
a Course area in the package 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 package and the Course area in the destination Course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the package will be added, but will not replace, the content in the area within the destination Course.
the Course area in the package and the Course area in the destination Course have the same name but are of different types	the Course area from the package will be added to the destination Course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).

Course Links

Links to parts of a Course that are not included in the export package will break when the links appear in the destination Course. For example, if there is a link to a Test in a Course area and Tests, Surveys and Pools are not exported, the link to the Test will break.

Export / Archive Manager

Overview

The Export / Archive Manager page organizes all export and archive packages that are created from the Course. When the Course is exported or archived, a link to the package appears on this page. The Instructor may download the package to a local computer, and then use it in the future for import or restore operations.

When a package is exported or archived, it does not appear on this page immediately. An email is sent to the user once the system has created the package; the user may then open this page to find the package and download it.



Note

Note: It is recommended that packages be removed from this page once they are downloaded. Each package counts against the Course quota; so keeping packages on this page may result in limited space to add additional content to the Course.

Find this Page

Click **Export Courses** from the Control Panel to open the Export / Archive Manager page.

Functions

The following table details the functions available from the Export / Archive Manager page.

To . . .	click . . .
export a Course	Export. The <u>Export</u> Course page appears.
archive a Course	Archive. The <u>Archive</u> Course page appears.
download a Course package	the link to the package in the File column. Save the .zip file to a local computer.
view the log details	Log next to the package. The Log page appears.
view the package creation details	Detailed Log next to the package. The Detailed Log page appears explaining the different parts of the operation.
remove a Course package	Remove next to the package.