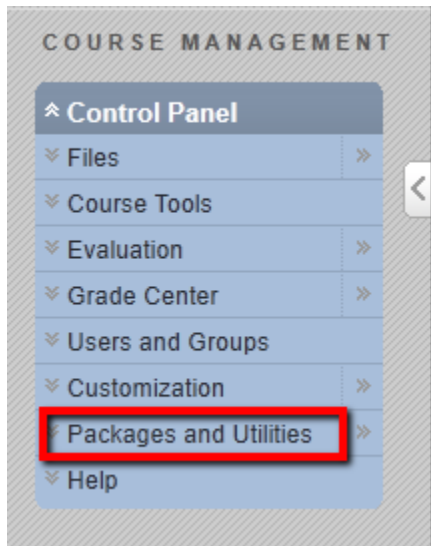


How to Copy Course Content from Semester to Semester

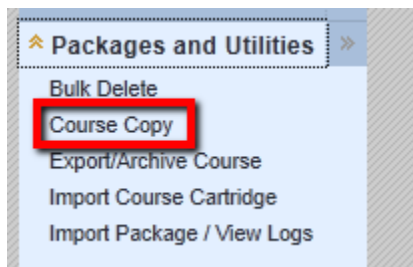
1. Login to Bb 9 and enter your old course.




2. When your old course opens, enter the area on the left called “Packages and Utilities” by clicking on the link.



3. Select “Course Copy” from the list of options



4. You'll need to change the "Copy Type" as shown in the image below. Be sure to select "Copy Course Materials into an Existing Course"

 **Copy Course**

Course Copy can make an exact copy of the Course. Course Copy requires that you have Manage Permissions on these files in order to make copies.

Use the drop-down to select the option shown below

1. **Select Copy Type**

Select Copy Type

5. Click on Browse from the "Select Copy Options" as shown below

1. **Select Copy Type**


Select Copy Type

2. **Select Copy Options**

* Destination Course ID

Click on Browse

6. Select the "new course" from the list of available courses that appear. **Be careful in this step to select the correct course!**

 **Courses**

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> mjc001	Training 01	Oct 11, 2010	mjc001 clarkej_s	Training, 01 Student, Test
<input checked="" type="radio"/> mjc004	Training 04	Oct 11, 2010	mjc004 clarkej_s	Training, 04 Student, Test

Displaying 1 to 2 of 2 items |

Select the "new course" from the list.

Then click on the Submit button

7. Select all of the items you'd like to copy to the new course. (See image below)

2. Select Copy Options

* Destination Course ID

Select Course Materials

Content Areas
 Adaptive Release Rules for Content

User criteria will not be captured if Enrollments are not included. Assignment submissions will not

Announcements
 Blogs
 Calendar
 Collaboration Sessions
 Contacts
 Discussion Board
 Early Warning System Rules
 Glossary
 Grade Center Columns and Settings
 Group Settings
 Journals
 Rubrics
 Settings
 Tasks
 Tests, Surveys, and Pools
 Wikis

Select all of the items you want to copy. If you're not sure, select them all.

8. Once you selected all of the items (as suggested above), click Submit

3. Course Files

Click Calculate Size to make sure that the package size does not exceed the limit.

Package Size

4. Enrollments

Copy enrollments for all users in the Course. This option does not copy user records in the Course, such as grades. User records are only copied with Exact Copy.

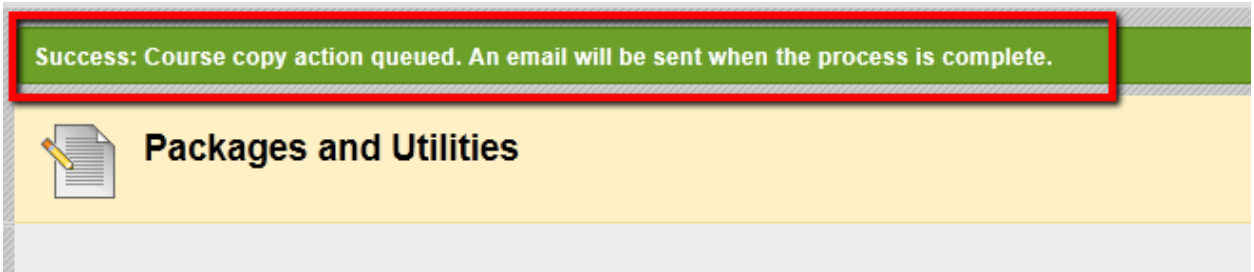
Enrollments Include Enrollments in the Copy

Do NOT select this option!!!!

5. Submit

Click Submit

9. You should get a screen similar to the one appearing below if you were successful.



10. Once you have received the email referenced in step 9, enter the new course to check that the course items were copied. The email normally is sent within a minute or two unless there's a great deal of server activity. If the expected Course Menu links do not appear, use the "refresh" button as shown in the image below.

