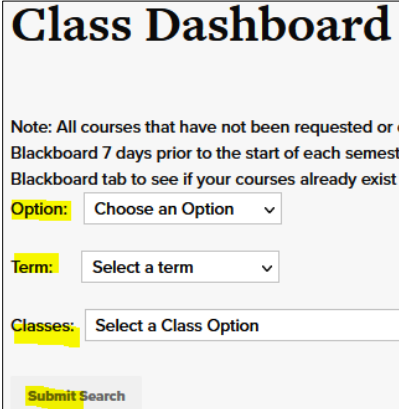


The Blackboard Course Copy Process

Requesting a New Course Shell

The first step is requesting the new course shell.

- .1. Log into **MyMissouristate** (same login credentials as your email, Blackboard, etc.)
- .2. Click on the **Teaching & Advising** tab
- .3. Select **Class Dashboard** (middle of left column)
- .4. Option: from the pull down menu select **Blackboard**
- .5. Term: select the appropriate term
- .6. Classes: View My Classes → click Submit
- .7. Check the box for the class → click **Submit to Blackboard**
- .8. Template: **Blank** (otherwise, the system will add a lot of extra things you will have to manually delete)



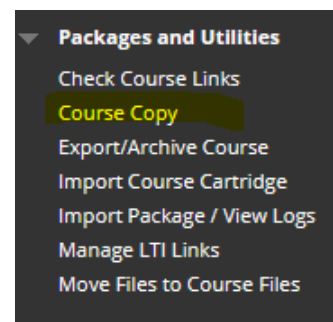
The screenshot shows the 'Class Dashboard' interface. At the top, it says 'Class Dashboard'. Below that is a note: 'Note: All courses that have not been requested or created in Blackboard 7 days prior to the start of each semester should be requested on the Blackboard tab to see if your courses already exist'. There are three dropdown menus: 'Option:' with 'Choose an Option' selected, 'Term:' with 'Select a term' selected, and 'Classes:' with 'Select a Class Option' selected. At the bottom, there is a 'Submit Search' button.

If you have more than one course to copy, click on "Banner Classes" (left tab) to get back to the list after you submit.

Implementing a Course Copy

Now that you have the new course shell, you can copy content into it.

- .1. Log into **Blackboard** and access the course site containing the content you wish to copy (typically the previous semester).
- .2. From the Control Panel click on **Packages and Utilities**
- .3. From the pull down menu, select **Course Copy**



You now must select the **destination** course (the new course shell you requested).

.4. Click **Browse** to see a list of all your courses, which appear in a different window.

.5. Check the box next to the appropriate course and click the **Submit** button

The destination **course ID** will now appear in the “Destination Course ID” box.



SELECT COPY OPTIONS

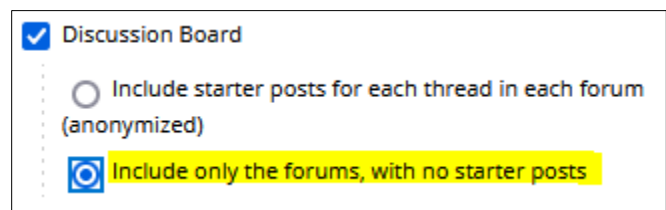
* **Destination Course ID** **Browse...**

Select Course Materials

Select All **Unselect All**

.6. Choose the contents you want to copy over (almost always the **Select All** option).

.7. Under “Discussion Board” click on the bottom radio button. Otherwise the system will copy all the previous forums’ posts into the new shell and you will have to manually delete them all.



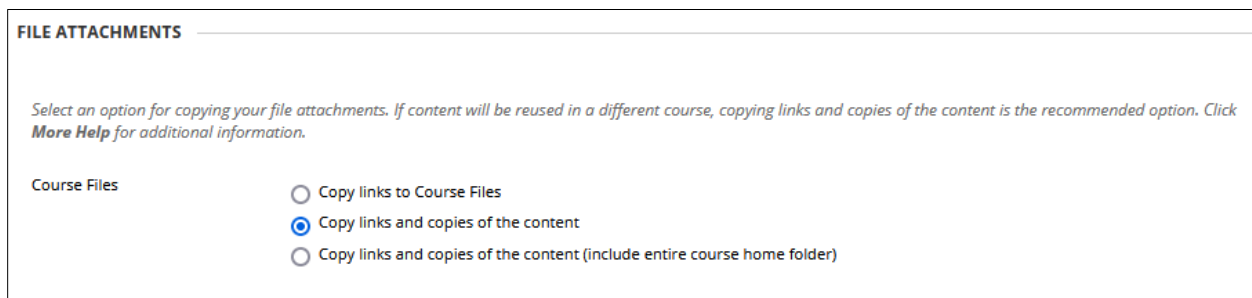
Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

.8. If there is any additional content on the “Select Course Materials” list that you want but is not checked, check the appropriate additional box(es).

.9. Under **File Attachments** at the bottom, typically you will want the default (center) choice.



FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional 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)

.10. Click the **Submit** button

It can take anywhere from a few minutes to a few hours for the course copy to complete. You will receive an email to your MSU email account telling you the course copy is complete, and if there were any copy errors.