

Bb Course Copy Tips

- ❖ While it is possible to copy portions of course content, the best option is usually to choose the Select All button under Select Course Materials. Because of the interrelationships between graded activities, the Content Area where they reside, and the grade center columns that are tied to those activities, it tends to be simpler to remove things from the destination course after a copy than to attempt to copy a course piecemeal.
- ❖ Certain items in the “select copy options” area are interdependent and must be selected together in order to successfully copy. For example, if a content area containing graded activities (tests, assignments, etc.) is selected for copy, but the option for Grade Center Columns and Settings is not, none of those graded activities will make it over to the destination course. The reason for this is that an assignment or a deployed test must have a corresponding column in the Grade Center in order to function.
- ❖ Executing a Course Copy multiple times will not overwrite information in the destination course, it will only add to what is already there. As such, multiple attempts to copy a course should be avoided as they can cause duplication of content, activities and grade center columns.
- ❖ Be mindful that all course files (including files students are submitting in response to assignments) take up space in a Blackboard course. A good practice is to periodically review the contents of your course’s Content Collection and remove any older or duplicated files to free up storage space in your Blackboard course.
- ❖ Always look through your course after a copy to ensure that all content and graded activities are present. Make certain that links to files and online resources work. Check to see that all Grade Center columns are present (be sure to check for hidden and duplicated columns as well). Also, make sure to scroll down to view the entire menu on the left side of your course. It is possible that some content areas will copy over and get added to the bottom of the menu.
- ❖ Verify that the external links within the course are still valid with the Link Checker tool. To disable a link, simply check the box in the “Hide” column of the Link you wish to hide. It does not remove the link, it just makes it invisible to the users. To make a link visible again, modify the individual item.
- ❖ Use the Date Management feature to update content dates when you copy or restore a course from a previous term or calendar year. Date types include due dates, availability, and adaptive release dates related to the course content.
- ❖ “Synchronize” or re-link the SafeAssignment contained within your Blackboard course to the SafeAssign central database.
- ❖ Course copies are not instantaneous. Depending on the size of your course, it may take several minutes for your course copy to finish running. An email will be sent when the process has completed.