

## How to Prepare, and copy a course into a New Course

This will give the instructions for how to prepare a new/empty course (Target), and how to copy one of your previous courses (Source) into the newly prepared course. If you need to copy a course from another instructor, find the tutorial for Exporting and Importing a course.

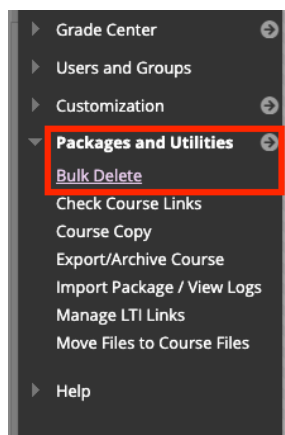
### Prepare new Course

**Important: Please Follow these steps:** If the new course has any content added already, whether it is from a template or otherwise, it is important to follow these steps to erase the content in order to prevent duplicate content and navigation links from occurring after the import process.

**Following these steps will permanently erase any content, if there is anything important in the new course shell, please download or make a backup copy before proceeding.**

### Directions

1. Open up New (Target) course that you wish to import content into
2. Scroll down and locate **Packages and Utilities** on left hand side Navigation Bar and Click
  - a. Click on **Bulk Delete**
3. In Bulk Delete Section:



- a. Check **ALL** boxes for each item. This tells Blackboard what to clear. (If there are options for **Users** and **Contacts** you may leave those unchecked, however, Blackboard will add them back the next day if they are accidentally deleted)
- b. Under **CONFIRMATION** type the word **Delete** to confirm. Click **Submit** to Confirm

Blogs


Journals

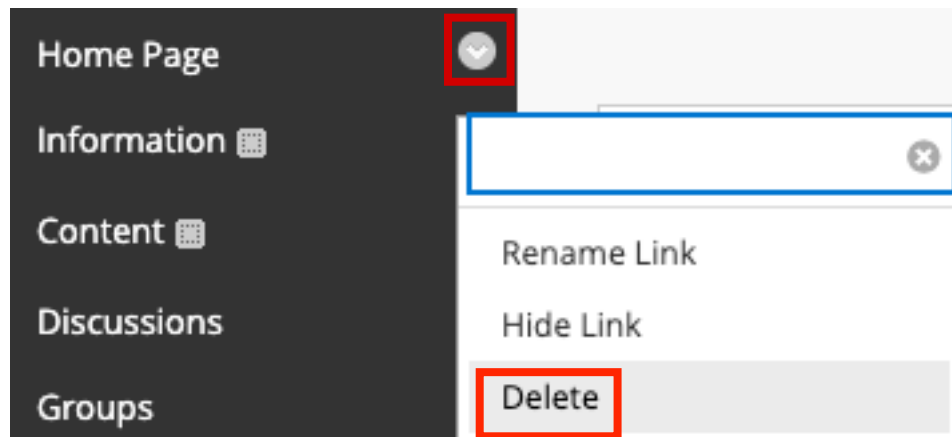
Course Messages

CONFIRMATION \_\_\_\_\_

\* Type "Delete" to complete this request

Delete

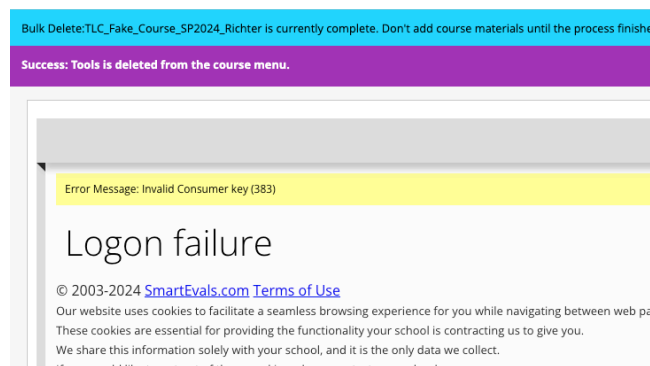
- c. You will receive an email when this action is complete. Do not proceed to the next step **Until** you receive this email. This usually takes a few seconds to minutes; however, during busier times prior to the start of a school term, it can take longer.
4. Once you receive the email stating that Bulk Delete is complete, you can refresh the page using Blackboard or the Browser refresh button 
5. Clear All left hand navigation sidebar options
  - a. For Each Option, click circular Arrow drop-down menu button across from Title of each option. Click Delete. **(If there is an option for Course Evaluation, start with that one)**



- i. If it asks to Confirm, click all options to delete and Confirm



- ii. Repeat for all Navigation Links AND any divider lines
- iii. **If you see a Login Error Window pop up, click Browser's Back button**



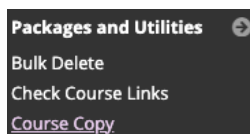
- iv. Continue Deleting until Navigation Bar is clear (You do not have to do this for anything under **Course Management**)

## Copy Previous Course

This will show how to copy a previous course (Source) into the prepared course (Target).

### Directions

1. Open Course (Source) that you wish to copy from
2. Scroll down and locate **Packages and Utilities** on left hand side Navigation Bar and Click
  - a. Click on **Course Copy**



3. Under **SELECT COPY OPTIONS** click the **Browse** button across from **Destination Course ID**
4. From the list you can find the prepared course from the previous section that you are copying content into, verify it is the new (Target) course and click the bubble next to it and click **Submit**
5. Scroll down to **SELECT COURSE MATERIALS** and click **Select All**
  - a. Under **Discussion Board** click option for **Include only the forums, with no starter posts**
    - Discussion Board
      - Include starter posts for each thread in each forum (anonymized)
      - Include only the forums, with no starter posts
  - b. Click **Submit** and wait for an email confirmation. You may refresh the page and the content should now be in the new course.

|                                  |                              |                              |              |          |           |
|----------------------------------|------------------------------|------------------------------|--------------|----------|-----------|
| <input type="radio"/>            | TLC_Fake_Course_SP2023_Ri... | TLC_Fake_Course_SP2023_Ri... | Mar 26, 2024 | srichter | Rich Shav |
| <input checked="" type="radio"/> | TLC_Fake_Course_SP2024_Ri... | TLC_Fake_Course_SP2024_Ri... | Mar 26, 2024 | srichter | Rich Shav |

Displaying 1 to 6 of 6 items

Show All

Cancel Submit