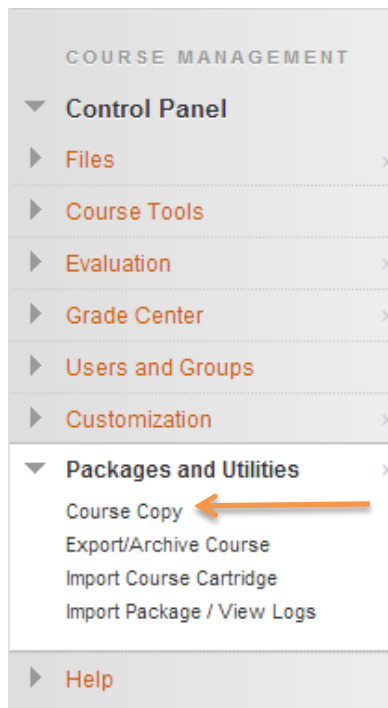


# Copy a Course to a New Term (Blackboard)



The following instructions walk you through the course copy process in MyParker Learn (Blackboard). This process moves all content areas (pages, layouts, handouts), coursework (assignments and exams), and grade center information from the current term to the future term. After the course copy process is complete, update your syllabus, calendars, due dates, and any other outdated material in the new term course. If you change the way your grades are calculated, update the gradebook in the new term. Instructions for uploading and publishing your new syllabus along with this reference guide are available on the [Information Technology](#) site on MyParker.

1. Navigate to the Control Panel for the course you wish to copy from (i.e, the “source course”).
2. Click on **Packages and Utilities** and then click on the **Course Copy** link.



3. In the “Select Copy Type” option, select **Copy Courses Materials into an Existing Course**.
4. Under “Select Copy Options”, you must browse to find the Destination Course ID. Follow the instructions below:
  - a. Click **Browse** to open your list of courses.

**1. Select Copy Type**

Select Copy Type

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**2. Select Copy Options**

\* Destination Course ID

Select Course Materials

Content Areas

b. In the new window, select the button next to the appropriate destination course.

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> ISMT-1000	General Education Template	Nov 7, 2012	aozuna	Ozuna, Arturo
<input type="radio"/> ISTC-1000	MyParker Learn (Blackboard) Essentials	Nov 27, 2012	aozuna	Ozuna, Arturo
<input type="radio"/> ISTC-1001	MyParker Learn (Blackboard) Essentials	Jan 31, 2013	aozuna	Ozuna, Arturo
<input type="radio"/> ISTS-1002	Test Course - General Education	Nov 27, 2012	administrator aozuna	Administrator, Blackboard Ozuna, Arturo
<input checked="" type="radio"/> ISTS-1010	Test Course - Business	Nov 7, 2012	bwatson parker.admin02 aozuna	Watson, William Admin, Parker Ozuna, Arturo

c. Click the **Submit** button (if you have a large number of courses available to you, you may need to scroll down and to the right to see the **Submit** button).


- The Course ID will be placed in the “Destination Course ID” field.
- Under “Select Course Materials,” check the boxes corresponding with the course materials you wish to copy into the destination course. Note that you can select all Content areas by clicking the Content Areas checkbox, or you can select specific content areas by clicking individual checkboxes for separate Content areas. Likewise, select the course tools (such as Announcements and Gradebook Center Columns and Settings) that you wish to copy to the new course.

**\*\*IMPORTANT \*\***

When selecting Course Materials to copy, **DO NOT** check the Student Resources or Parker Policies content areas or any boxes under Settings (especially Availability). Doing so could affect the availability settings in your destination course.

Select Course Materials

Select All Unselect All

- Content Areas
    - Syllabus
    - Student Resources
    - Instructor Resources
    - Instructor Profile
    - Week 1
    - Week 2
    - Week 3
    - Week 4
    - Exams
    - Parker Policies
  
  - Adaptive Release Rules for Content
    - User criteria will not be captured if Enrollments are not included. Assignment submissions will not be captured if the Grade Center Columns and Settings are not included.*
  
  - Announcements
  - Blogs
  - Calendar
  - Collaboration Sessions
  - Contacts
  - Content Alignments
  - Discussion Board
  - Early Warning System Rules
  - Glossary
  - Grade Center Columns and Settings
  - Group Settings
  - Journals
  - Rubrics
  - Settings
    - Availability
    - Banner Image
    - Course Guest Access
    - Course Observer Access
    - Duration
    - Enrollment Options
    - Language Pack
    - Navigation Settings
  
  - Tasks
  - Tests, Surveys, and Pools
  - Wikis
- 

If you wish to copy graded assessments, such as Assignments or Tests/Quizzes, it is vital that Grade Center Columns and Settings and Tests, Surveys, and Pools are also selected.

7. Under “File Attachments,” leave the default selection “Limit package to only files linked into the selected content areas” enabled. This will copy over only active files and resources and will ensure that there are no student access permissions issues with the file links in your new course.

**3. File Attachments**

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

Package Size    Limit package to only files linked into the selected content areas

8. Once you have chosen the materials you wish to copy, click Submit to initiate the copy process.
9. You will receive a notification at the top of the page that states:

“This course copy action has been successfully queued. You will receive an email when the process has been completed.”

Click OK to return to the Control Panel.

**\*\*NOTE:** The Course Copy process often takes up to 30+ minutes. This does not indicate a problem.

10. Some minor housekeeping may be in order once the course copy process is successful. In particular, check your Course Menu to make sure the layout is consistent with your original course. Check the Grade Center for any duplicated columns or extra columns. Remove any unwanted threads from the Discussion Board. Be sure that you have 2 calculated grade columns, “Percentage Grade” and “Letter Grade”. The Letter Grade column should be set as the external grade.
11. After the copy course process is complete, update your syllabus, calendars, due dates, and any other outdated material in the destination course. If you plan to change the way your grades are calculated, modify the calculated gradebook columns in the destination course as well.