

COPYING COURSES

With the integration between Blackboard and Banner, every course section has an equivalent online course created. These courses will be created around the time registration opens and will appear in your **My Blackboard Course List**.

To copy content from a current course:

1. From your course list select the link to the new course (e.g. Department - Sample Course - Sp08)
2. If the course is blank, you will see the **Assign Course Content** screen.
3. Select **Copy Content** from another course, then click **Continue**.
4. Select the appropriate course to copy from and click **Continue**.
NOTE: You can only copy from course in which you have *Designer* access.
5. The course will begin to copy.
NOTE: It may take a while to copy the content to the course. When the content has been copied, the course entry screen appears.

ALTERNATIVE OPTIONS

The **Assign Course Content** screen contains alternatives to copying a course.

Setting Up a Blank Course - This option will allow you to select the course tools you want to use and create a blank course.

Assign a template to this course - Template are pre-defined courses with specific tools and files that have been created by FACT. To use a template contact your Instructional Designer in FACT.

Import Content from File - This option will load the Content Browser and allow you to import a file that has been exported from a previous course, e-pack file, SCORM module or other content formatted for Blackboard.

Contact your instructional designer if you have questions about these alternative options.

Assign Course Content

Department - Sample Course - Sp08

You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Assign a template to this course
Select from templates that have been associated with this course by an administrator.
- Import content from file
Select this option to start importing course content from exported course file.

Continue

Cancel

Preparing the New Course:

- Upload a current syllabus
 - Include instructions about how the online components are organized and expectations for student assignments, grade posting and other communication.
- Verify/Modify the "Welcome" page, update with current material as necessary.
- Verify/Modify the "Meet your Instructor" page.
- Modify the home page footer with contact information for yourself, department and technical support.
- Check that web links work and are current.
- Check all dues dates and release criteria for assignments, quizzes and course content.
- Hide all course tools that will not be used.