BEGINNING OF SEMESTER PROCESS – FACE TO FACE COMPONENT

How to Copy Course Content into your Face to Face Component Sections

Copy forward your content from a previous LIVE (Blackboard 9 section), MIG (Migrated Section from Blackboard CE 8), or DEV (Development Section) to the New Semester:

Old course: The course you copy FROM
New course: The course you copy TO (LIVE course for the New Semester)

1. Enter the OLD course
2. From the Control Panel, click Packages and Utilities
3. Click Course Copy
4. Select Copy Course Materials into an Existing Course
5. Click Browse and select the NEW course you wish to copy content to for the new semester. (If you have a large list of sections, it may help to use the search area by typing in the course number ex: “PSY-305”, selecting Course ID and then clicking on Search).
6. After selecting the Parent course (New course), click Submit.

7. Click the Select All button.

8. Scroll down to File Attachments (Number 3) and un-check the box next to Limit package to only files linked into the selected content areas as shown below.

9. Click Submit

Note: The system will then process the request. Depending on the size of the course, it may take some time to complete.
How to Make Your Course Available to Students

By default, a course will be unavailable to students. When you are ready for the course to be made available for students, follow the steps below:

1. From the Control Panel, select **Customization, Properties**.
2. Scroll down to Set Availability (Number 3) and select the **Yes** radio button next to **Make this course available to users?**

3. Click **Submit**.

The course will now be available for students.