

Beginning of Semester Process – Face to Face Section

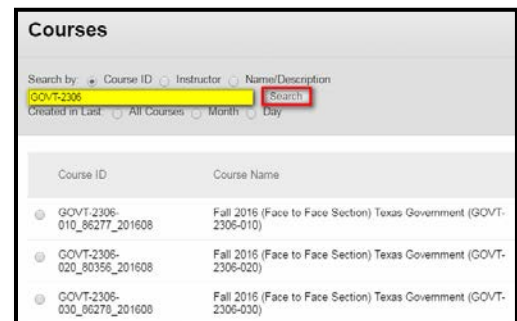
Copy Course Content into your Face to Face Component Section

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, select **Packages and Utilities**
3. Select **Course Copy**
4. Under SELECT COPY TYPE area choose the option to: **Copy Course Materials into an Existing Course**
5. Under SELECT COPY OPTIONS Select **Browse** for the Destination Course ID to select the **NEW course** you wish to copy content into 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: "GOVT-2306", selecting **Course ID** and then clicking on **Search**).*
6. After selecting the NEW course section, select **Submit**.



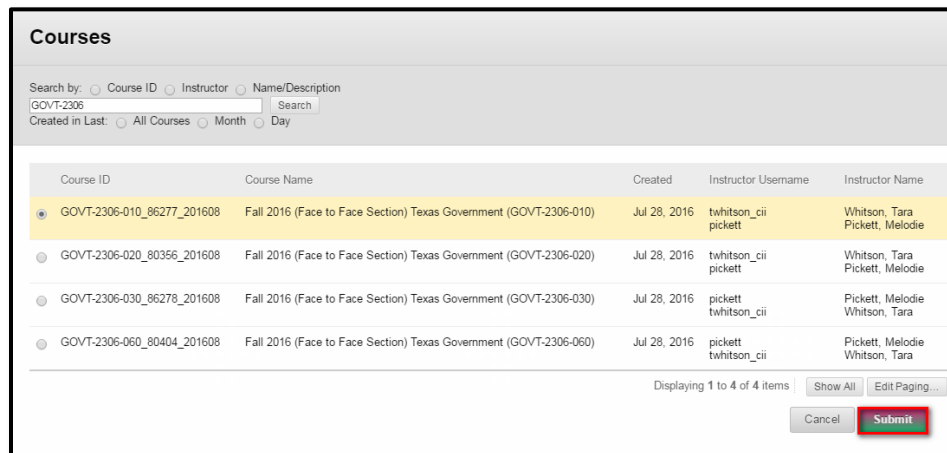
Courses

Search by: Course ID Instructor Name/Description

GOVT-2306 Search

Created in Last: All Courses Month Day

Course ID	Course Name
GOVT-2306-010_86277_201608	Fall 2016 (Face to Face Section) Texas Government (GOVT-2306-010)
GOVT-2306-020_80356_201608	Fall 2016 (Face to Face Section) Texas Government (GOVT-2306-020)
GOVT-2306-030_86278_201608	Fall 2016 (Face to Face Section) Texas Government (GOVT-2306-030)



Courses

Search by: Course ID Instructor Name/Description

GOVT-2306 Search

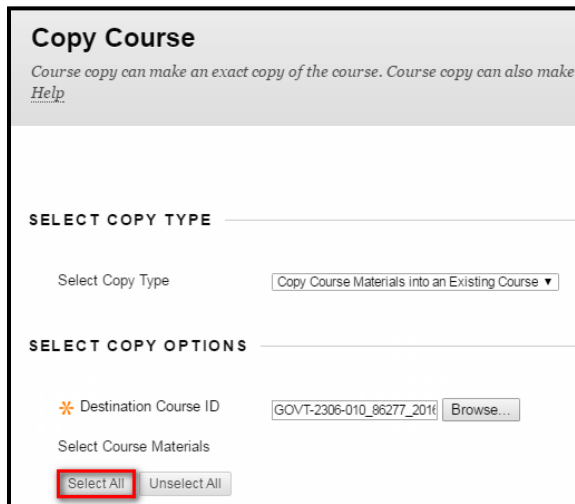
Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
GOVT-2306-010_86277_201608	Fall 2016 (Face to Face Section) Texas Government (GOVT-2306-010)	Jul 28, 2016	twhitson_cii pickett	Whitson, Tara Pickett, Melodie
GOVT-2306-020_80356_201608	Fall 2016 (Face to Face Section) Texas Government (GOVT-2306-020)	Jul 28, 2016	twhitson_cii pickett	Whitson, Tara Pickett, Melodie
GOVT-2306-030_86278_201608	Fall 2016 (Face to Face Section) Texas Government (GOVT-2306-030)	Jul 28, 2016	pickett twhitson_cii	Pickett, Melodie Whitson, Tara
GOVT-2306-060_80404_201608	Fall 2016 (Face to Face Section) Texas Government (GOVT-2306-060)	Jul 28, 2016	pickett twhitson_cii	Pickett, Melodie Whitson, Tara

Displaying 1 to 4 of 4 items Show All Edit Paging...

Cancel Submit

7. Under “Select Course Materials”, select the **Select All** button.



Copy Course
Course copy can make an exact copy of the course. Course copy can also make
[Help](#)

SELECT COPY TYPE

Select Copy Type: Copy Course Materials into an Existing Course ▾

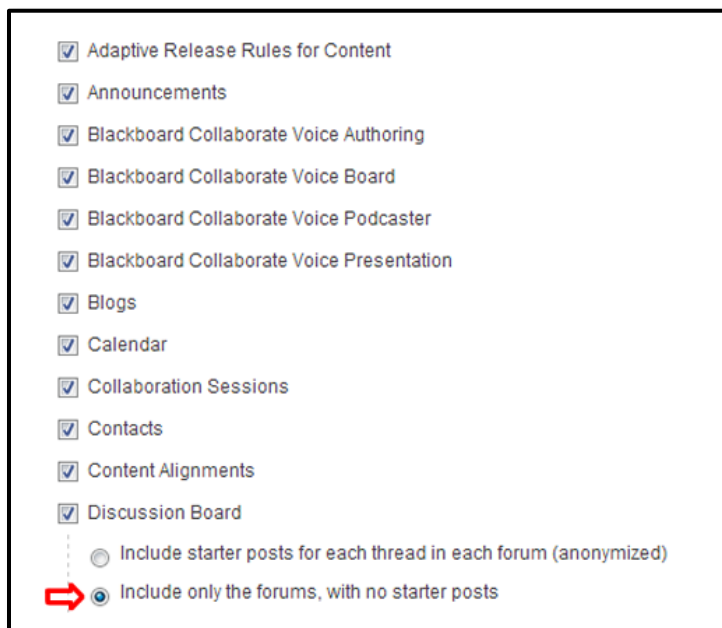
SELECT COPY OPTIONS

* Destination Course ID: GOVT-2306-010_86277_2016 Browse...

Select Course Materials

Select All Unselect All

8. Scroll down to find **Discussion Board** in the checklist and select the 2nd option – “**Include only the forums, with no starter posts**” Failing to select this option, will result in all discussion responses from the previous course to copy over to the NEW course.



- Adaptive Release Rules for Content
- Announcements
- Blackboard Collaborate Voice Authoring
- Blackboard Collaborate Voice Board
- Blackboard Collaborate Voice Podcaster
- Blackboard Collaborate Voice Presentation
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts

9. Under the FILE ATTACHMENTS portion, confirm that the 3rd option is selected – “**Copy links and copies of the content (include entire course home folder)**”. The 3rd option not being selected may result in missing folders or files in the NEW course.

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click [More Help](#) for additional information.

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

Package Size

10. Under the ENROLLMENTS portion, leave the checkbox un-selected.

ENROLLMENTS

Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

Enrollments

Include Enrollments in the Copy

11. Select the **Submit** button to start the copy process.

Note: The system will then process the request. Depending on the size of the course, **it may take some time to complete**. **You will receive an e-mail notification once the course has been completely copied.**

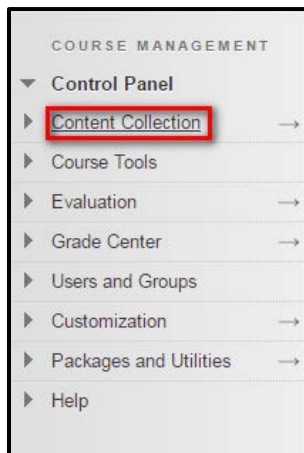
Setting File Permissions for Students

If a course contains Adobe Captivate videos or SoftChalk lessons in your course, extra file permissions will need to be added for students to be able to view the contents.

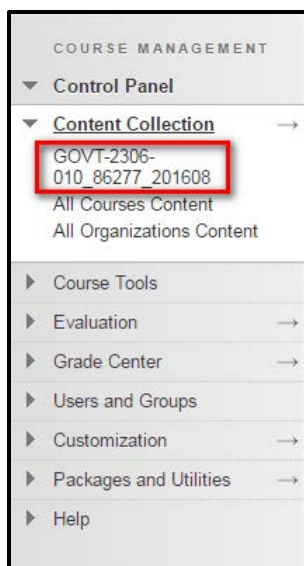
The steps below will resolve students receiving the following error when selecting to view a Captivate Video or SoftChalk Lesson:

To Set File Permissions for Students

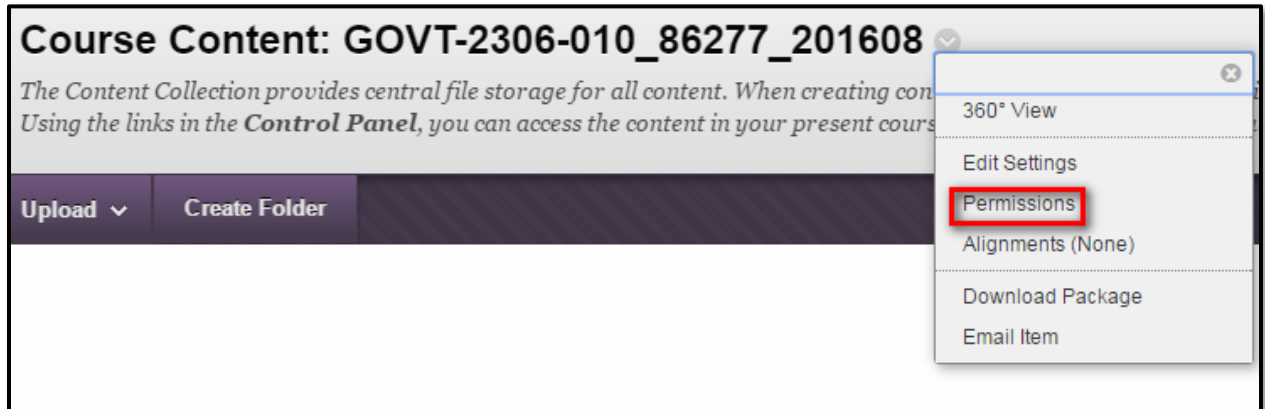
1. Within a course, select **Content Collection** under the Control Panel of Course Management Options.



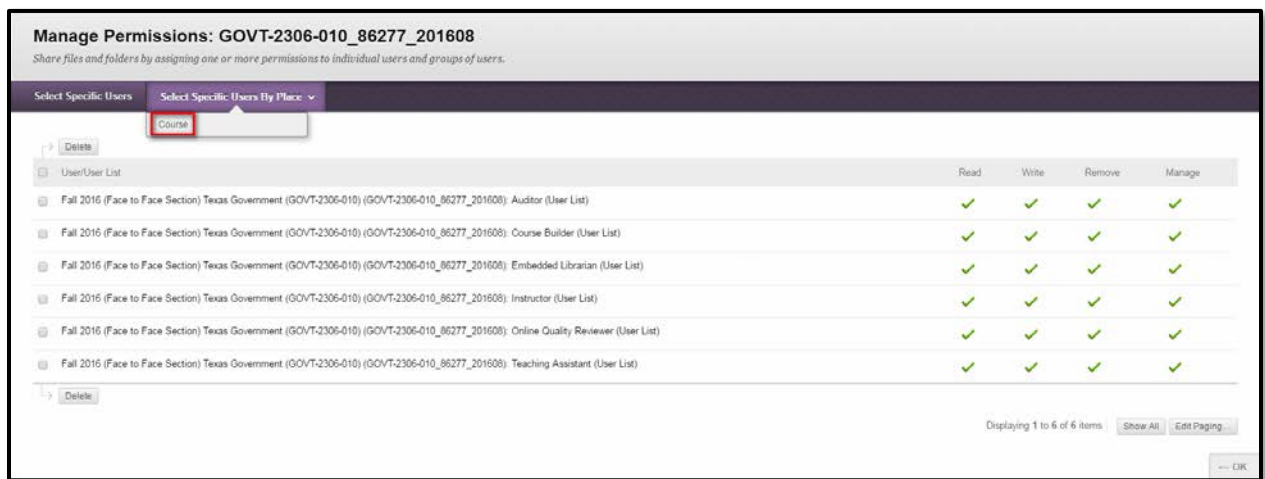
2. Select the **Course ID**.



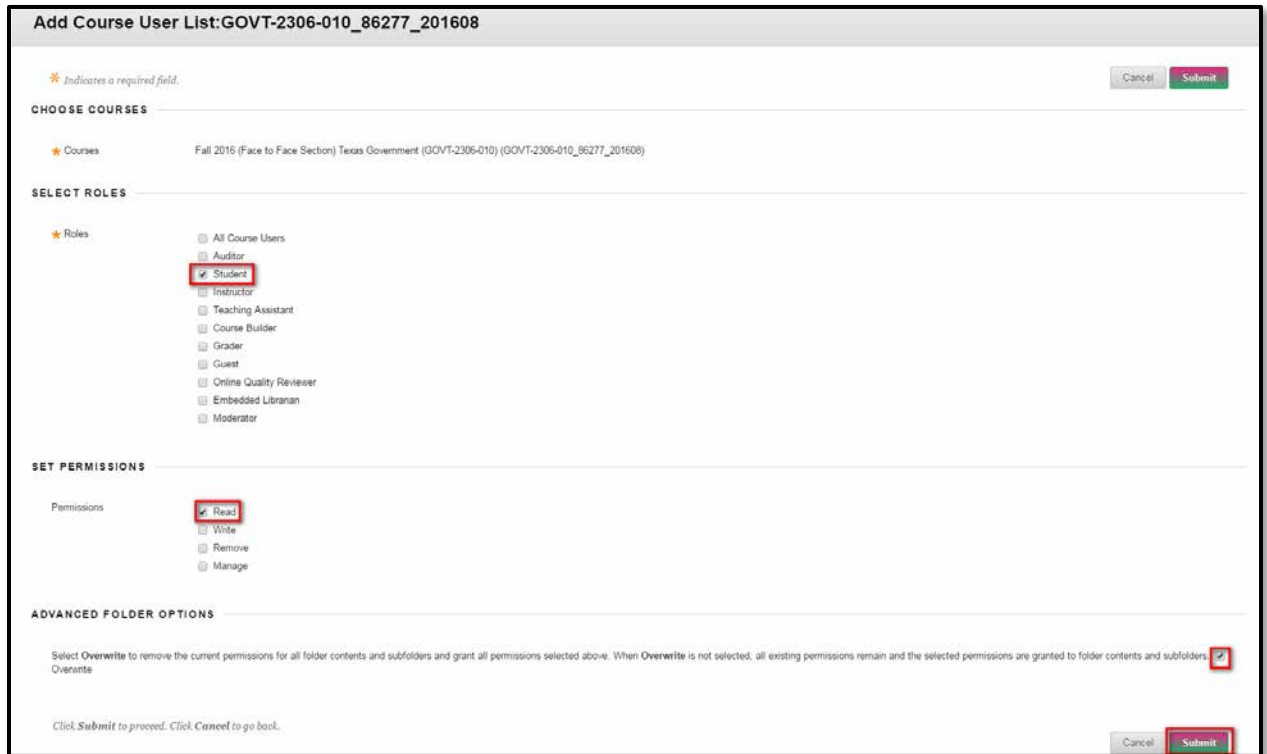
3. Navigate to the drop down arrow of the Course Content title and select **Permissions**



4. From the Manage Permissions page, select the **Select Specific Users By Place** option then select **Course**.



- From the Add Course User List page, select the **Student** role, set the Permissions to **Read**, and select **Overwrite** under the Advanced Folder Options and **Submit**.



Add Course User List:GOVT-2306-010_86277_201608

** Indicates a required field.*

CHOOSE COURSES

Courses: Fall 2016 (Face to Face Section) Texas Government (GOVT-2306-010) (GOVT-2306-010_86277_201608)

SELECT ROLES

Roles:

- All Course Users
- Auditor
- Student**
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Guest
- Online Quality Reviewer
- Embedded Librarian
- Moderator

SET PERMISSIONS

Permissions:

- Read**
- Write
- Remove
- Manage

ADVANCED FOLDER OPTIONS

Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders. Overwrite

Click Submit to proceed. Click Cancel to go back.

- Success message: Action has succeeded.

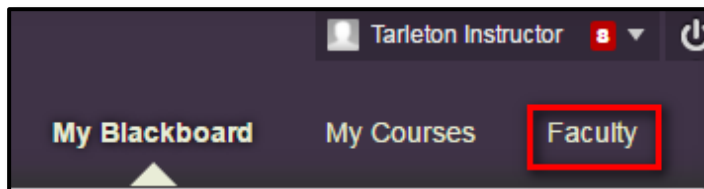
Action has succeeded.

How to Make Your Course Available to Students

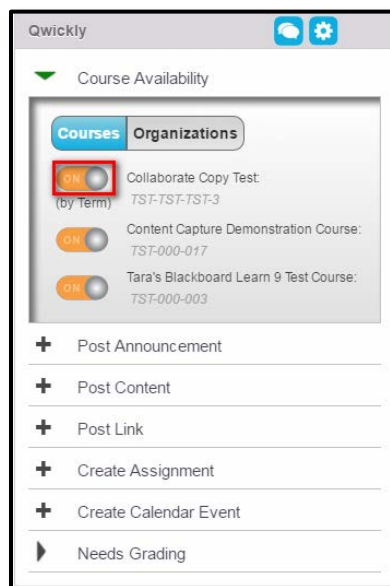
By default, a course will be unavailable to students. When you are ready for the course to be made available for students, you have two options to consider.

Option 1: Qwickly (located on the Faculty tab in Blackboard)

1. Upon login to Blackboard, select the Faculty tab (top right corner).

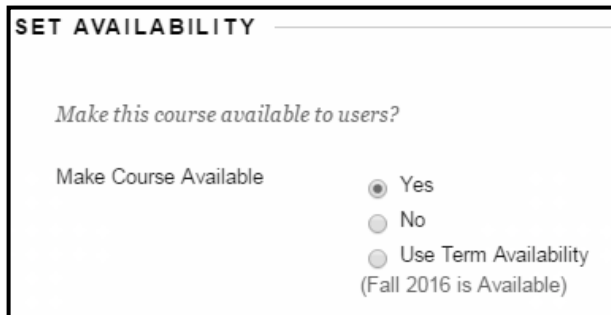


2. On the Faculty tab, locate the **Qwickly Module** on the bottom left of the page. Select **Course Availability** to display your course list. Toggle the On/Off Button to Make a Section Available to Students.



Option 2: Standard Blackboard Course Settings Approach

1. From the Control Panel, select **Customization, Properties**.
2. Scroll down to SET AVAILABILITY area and select the **Yes** radio button next to **Make this course available to users?**

A screenshot of the "SET AVAILABILITY" section in Blackboard. The title "SET AVAILABILITY" is at the top left. Below it is the question "Make this course available to users?". Underneath, there is a label "Make Course Available" followed by three radio button options: "Yes" (which is selected), "No", and "Use Term Availability (Fall 2016 is Available)".

3. Select **Submit**.
4. The course will now be available for students.

If you have any questions about copying your course or making your course available in Blackboard, please contact our Blackboard Support Team by phone at ext. 1960 or toll-free 1(866)744-8900 – option #3 or by email: support.citde@tarleton.edu