

Blackboard 2018/19: Copying Content to a New Module Run - Quick Guide

To move or copy content to your new module there are **two** major steps to take:

1. Copying the content from the old course
2. Organising the content in the new course

Please note:

If the FET Blackboard module template was used last year, then the content from the old module run will go into the same-named tabs on the new module run when this is copied over. There will therefore be duplication of advice to instructors under each menu tab but this is hidden from students so no need to worry about this (unless you want to declutter your module site).

Our advice is to manually select the content areas you want to copy. If you Select All, then you will need to delete all the old Announcements, and remove the duplicate content under the **Learner Support, Communications Policy and Module Enhancement** areas.

1. On old (source) course (in Edit mode): Control Panel > Packages and Utilities > Course Copy to copy content to the new (destination) course.

For full instructions, including guidance on Panopto recordings, see the Blackboard Guidance instructions on copying courses

(<http://info.uwe.ac.uk/online/blackboard/staff/guides/copyingCourses.asp>), **but please note two points:**

1. We recommend that you DO NOT delete items from the new Course Menu before using Course Copy because doing so will delete the default advice available in the FET Blackboard template and new items on the menu will be deleted.
2. If you have complex content (e.g. presentations/zipped packages), then you must select the third option under 3. File Attachment on the course copy page, as shown below:

FILE ATTACHMENTS

Select an option for copying your course file attachments. The recommended option is to copy all 'linked-to' course content.

Course Files

- Create only links to this course
- Copy all 'linked-to' course content (**Recommended**)
- Copy all course content (recommended for users of iSpring / Adobe Presenter / Xerte applications)

Package Size

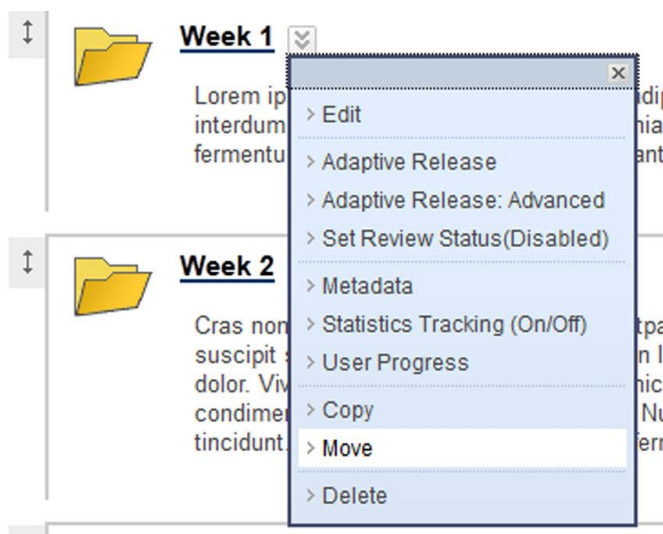
Calculate Size

Manage Package Contents

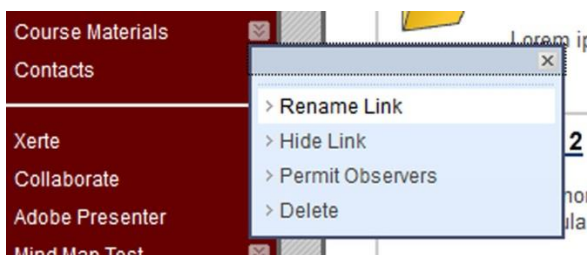
[This is because the second option (the default and recommended option) only takes a copy of the content in the content areas and not the other files that will have been uploaded to the Content Collection as part of the original upload process (for complex content), meaning, for example, any presentations or packaged files won't work.]

2. Organise the new (destination) course by moving, renaming and/or deleting content.

To move Items or Folders to different locations select 'Move' from the contextual menu of an Item or Folder then choose the destination course and folder you want to move the content to.



To rename an item in the Course Menu select 'Rename Link' from the contextual menu and enter a new name.



To delete items from the Course Menu (e.g. duplicate or redundant items) select 'Delete' from the contextual menu.