Bb: Copying/Preparing Your Course Site

Before You Copy

1. Check and make sure everyone has Bb access.
2. Instructors use course copy usually to copy a previous semester's work into an upcoming semester. You may also be provided a Bb shell by your department to copy and use.

   If you've been given a shell by another instructor, you should check with that instructor and make sure that they are okay with you using their work. Some instructors are not okay with this, and you don't want them to go to your department chair and complain.
3. In order to start the Bb copy, log into Bb. Go to courses and use the CRN to locate your new course. It's a good idea when you find the course to click the favorite button (star icon) so that the course is always near the top of the list. This will help you find it a lot faster/easier in the future.
4. Click the icon to launch your course.
5. You'll notice a lot of default course menus. You're going to want to delete some of these so you don't end up with duplicate menus.

   Leave the Home Page as it is, and delete the menu items by clicking the options arrow.
6. Now you're going to leave your new Bb course, and locate the old course that you want to copy content from.

Copy Your Old Course Site

1. Go to the **control panel**
2. Expand **packages and utilities**
3. Select **course copy**
4. On the Copy Course page, go to **select copy options**
5. By **destination Course ID**, select **browse**
6. Locate the course you want to copy in the pop-up. (Make sure you select the correct course; search by CRN if needed.)
7. Click **submit**
8. Go through the menus and select the things you want to copy over.

- For Announcements: uncheck unless you want to reuse the previous term's announcements. Keep in mind that you will have to go in and manually update the dates in the new course site
- For Discussion Board: select “include only the forums, with no starter posts” otherwise you’ll copy over all of the previous student posts, and you’ll have to go back and manually delete them.

9. Click **submit**
10. Wait for a confirmation email. This is not an instant process; it takes some time - up to 24 hours in some cases (especially at busier parts of the semester). If you do it several times while it’s processing, you’ll copy several copies of the content over and have to delete them. You’ll receive an email once the course is copied (show email)

Update Your New Course Site

Once your shell is copied over, you’ll need to go back and check/adjust some things:

1. Verify that the menu links and content aren’t hidden by using Student preview
2. Change assignment and test due dates and availability; this is easiest done via the Date Management menu
    - Control Panel > Course Tools > Date Management > Select Date Adjustment Option > select list all dates for review> click start> when it shows 100% click Next, and revise all due dates, start dates, and end dates. Click the edit dates icon (pencil) and click Submit once done. If you can’t edit the assignment or exam here, just go to the assignment/exam itself and change the dates there.
3. Edit announcements and delete or add anything that is needed or not needed
4. Make sure that there isn’t previous student work in discussion boards, groups, blogs, or wikis. Adjust as needed
5. Make sure the grade center includes the categories you plan to use; check and make sure the calculated grade column matches your current syllabus (especially if you’ve made any changes to your weighted grades from previous semesters)

Make Your Course Site Available to Students

Once you have everything ready, to make the course available to students all you have to do is click the lock icon in the upper right. You should make the course available to students well before the semester starts (think at least a week) so students can order textbooks and prepare for the course well before the first activity. Additionally, you can follow the steps below:

1. Go to **Control Panel**
2. Expand **Customization**
3. Click **Properties**
4. Change **Make Course Available** to “Yes”
5. Click **Submit**