Course Requests

Course copy

It is possible to copy the content of an old Blackboard course into a new course for next semester yourself.

How do I obtain a Blackboard course for next semester?

1. Published your ECP (Electronic Course Profile), a blank Blackboard course will be created for you within approximately 2 days (Years 1 to 5 only).

2. In some schools and faculties your course will be requested for you. Professional staff put a in a bulk request for all required courses.

3. Submit a request using the Course/Community Site Request Form found on the Blackboard Staff tab.

When should I NOT copy content into a new course myself?

In some cases you will not be able to complete the course copy yourself and will need to request ITS complete the task for you. Submit the request for the course copy using the Course/Community Site Request Form found on the Blackboard Staff tab.

You will not be able to complete the course copy yourself if:

- You were not an instructor or teaching assistant in the original course.
- You are not an instructor or teaching assistant in the new course.
- You are unsure of what content you need to copy.

Note: It is only possible to copy content from one course into your new course.
Open the old course

- Click on the link of the course where you need to copy the content from (old course).
- If required, click on the (plus) icon to expand the semester panel.
- Click on the link of the required course.

- From the Control Panel select Packages and Utilities > Course Copy.

- Click on the Browse... (Browse) button.
Select the Course ID radio button.
Enter the required Course ID.
Click on the (Search) button.
Select the radio button of your new course.
Click on the (Submit) button.

Check the checkboxes of the content you want to copy into your new course.

**Note:** DO NOT select Group Settings.
**Note:** DO select Grade Centre Columns and Settings so you can reuse TurnItIn assignments, Blackboard assignments and Tests.
**Note:** In most cases you will not want to copy the contents of the Announcements, Discussion Board or Calendar.
- It is not necessary to calculate the package size.
- DO NOT include Enrolments in the Copy.
- Click on the (Submit) button.
The below message will be displayed.

**Note:** This message may not appear immediately, DO NOT press the (Submit) button again or repeat the copy process as this will lead to your new course containing multiple copies of the selected content.

**Course Copy processing**

- It may take up to 4 hours for the content to be automatically copied into your new course.
- You will receive a confirmation email once the course copy process is completed.

**Note:** If you have not received a confirmation email within 4 hours, contact the Helpdesk.
Organising content in your new course

Course Menu

The new **Course Menu** may have repeated links, empty links and links in the wrong order.

- Delete all empty links (refer to the *Course Menu* tool page).
- Hide links to content that is not in use.
- Rearrange the menu so course resources are at the top and tools are at the bottom, preferably the same as the standard UQ template: Announcements, Course Profile (ECP), Learning Resources, Assessment, Discussion Board, My Library and Tools.
- Ensure if you are requesting Lecture Theatre Recordings you have a menu link to a Content Area named *Learning Resources* or *Lecture Recordings* (refer to the *Lecture Theatre Recordings* tool page).

Assessment

- TurnItIn assignments can be reused by editing the Start and Due date (refer to the *TurnItIn* tool page).
- Blackboard assignments also can be reused by editing the availability and due dates (refer to the *Assignment tool (Bb)* page).
- Blackboard tests can be reused by editing the availability and due dates (refer to the *Tests, Quizzes and Pools* tool page).

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