# Course Copy in Blackboard

This guide is for instructors at CUNY SPS who have been approved by their Academic Directors to copy their dev course into their live course site. **Make sure to copy your course well in advance of the semester start as the Blackboard server can take up to 48 hours to complete a course copy.** It's best to complete Course Copy no later than two weeks before the beginning of the semester in order to leave time to troubleshoot any issues that may arise.

Important: Once you have clicked "Submit" on your course copy, please wait for your course to copy over; do not submit multiple times.
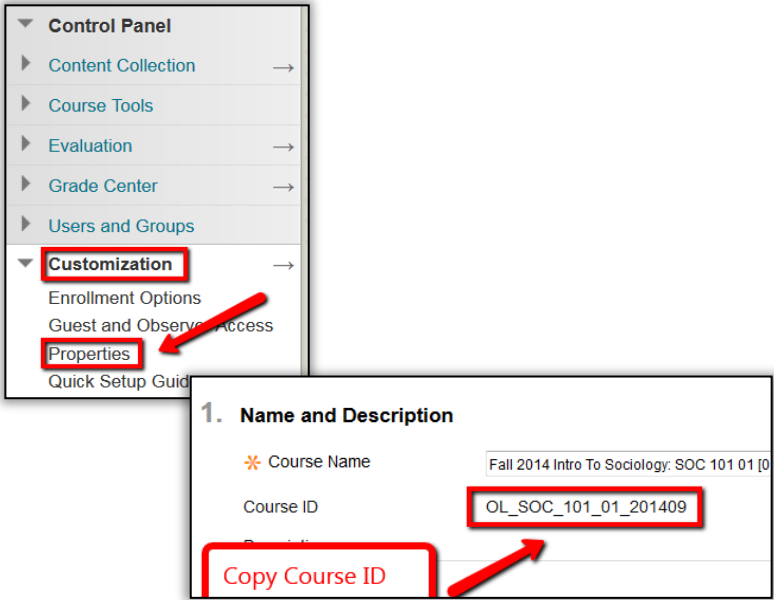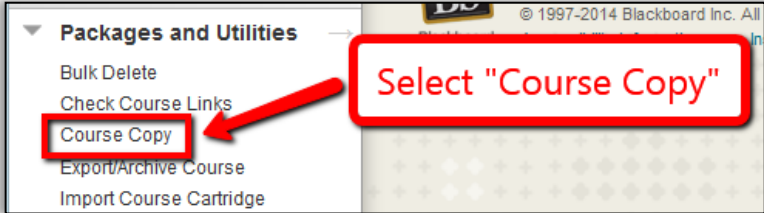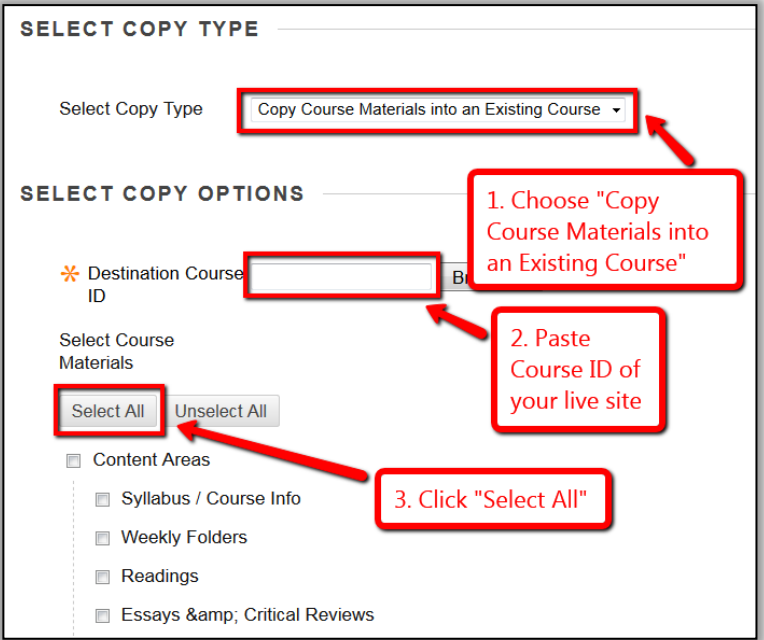
Reminder: **Do not delete anything from your live course before course copy**. SPS has added a template with pre-linked menu items and a generic banner to all Blackboard live course shells to provide a more consistent experience for students across all their SPS courses (see Steps 7-8).
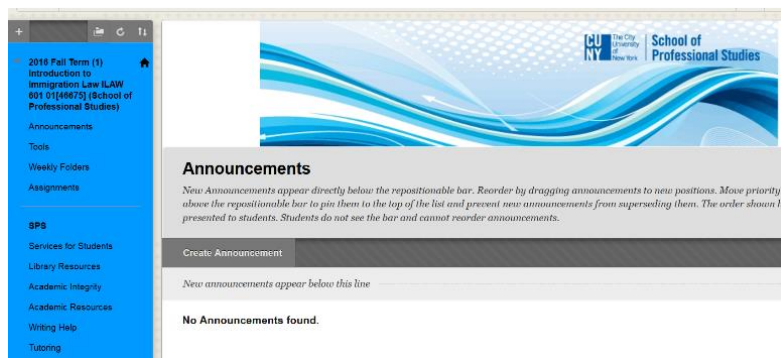
A live course site before course copy

Note: Alternatively, see our video tutorial explaining the step-by-step instructions listed below.

Step Number and Description	Screenshot
Step 1 In the "My Courses" module on your Blackboard homepage, you should see both your development site and the live course site listed: the development site will be marked "dev;" the live semester site will begin with the semester title (e.g. "Fall 2017").	 *Note: If the semester course site is not listed, contact your Academic Director.*

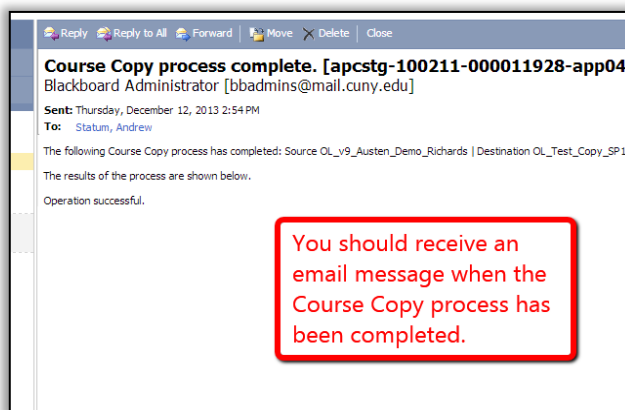| Step Number and Description	Screenshot
### Step 2 To copy your course, you will need the Course ID of your live semester site. To find the Course ID, **open up your live semester site** (e.g. the Fall 2017 site) in another browser tab or window. On the Control Panel, click on "Customization" and then "Properties." Highlight and copy the Course ID (you'll need it in Step 4 below).	**Control Panel** ▶ Content Collection → ▶ Course Tools ▶ Evaluation → ▶ Grade Center → ▶ Users and Groups ▼ **Customization** → Enrollment Options Guest and Observer Access Properties Quick Setup Guide **1. Name and Description** ✴ Course Name Fall 2014 Intro To Sociology: SOC 101 01 [0 Course ID OL_SOC_101_01_201409 Copy Course ID
### Step 3 **Next, enter your dev course site.** Open the "Packages and Utilities" submenu of the Control Panel and click on "Course Copy."	▼ **Packages and Utilities** → Bulk Delete Check Course Links Course Copy Export/Archive Course Import Course Cartridge © 1997-2014 Blackboard Inc. All **Select "Course Copy"**

### Step 4 	
 	
For "Select Copy Type," choose "Copy Course Materials into an Existing Course" from the dropdown list.
 	
Paste the Course ID of your live semester site (see Step 2) into "Destination Course ID."
 	
Click the "Select All" button to select all content areas and tools of your dev site for course copy.
 	
Do not change anything else on this page. Click "Submit" to start the course copy.
	SELECT COPY TYPE
	
	Select Copy Type Copy Course Materials into an Existing Course ▾
	
	SELECT COPY OPTIONS
	
	1. Choose "Copy Course Materials into an Existing Course"
	
	✴ Destination Course ID [ ] Br
	    2. Paste Course ID of your live site
	
	Select Course Materials
	[Select All] [Unselect All]
	    3. Click "Select All"
	
	☐ Content Areas
	  ☐ Syllabus / Course Info
	  ☐ Weekly Folders
	  ☐ Readings
	  ☐ Essays & Critical Reviews

Step 5

You should now land on the Packages and Utilities screen with a message indicating that the Course Copy has been queued. This does not mean that the copy process is complete; you will receive an email when the process has completed. Typically, this should be within a half hour, but during peak use, it may take up to 48 hours.

Success: Course copy action queued. An email will be sent when the process is complete.

Packages and Utilities

Bulk Delete
Recycle the course by selectively removing areas.

Check Course Links
Check the status of links from Course Files to content in the course.

Course Copy
Copy information from selected course.

Export/Archive Course
Create a backup package of the Course. Archive will include user rec...

You should see a message confirming the course copy request

Step 6

When you receive the confirmation email, look for the "Operation successful" line.
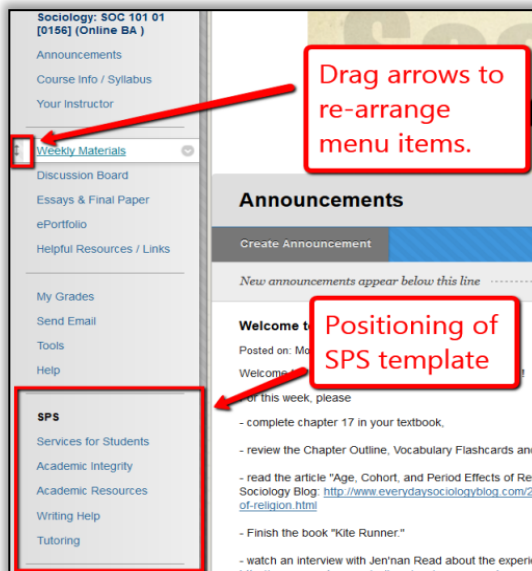
If for some reason there are any errors listed (including that your course exceeds the quota size limit), immediately contact your Academic Director to report the issue.

Reply   Reply to All   Forward | Move   Delete   Close

Course Copy process complete. [apcstg-100211-000011928-app04.
Blackboard Administrator [bbadmins@mail.cuny.edu]

Sent: Thursday, December 12, 2013 2:54 PM
To: Statum, Andrew

The following Course Copy process has completed: Source OL_v9_Austen_Demo_Richards | Destination OL_Test_Copy_SP13

The results of the process are shown below.

Operation successful.

You should receive an email message when the Course Copy process has been completed.
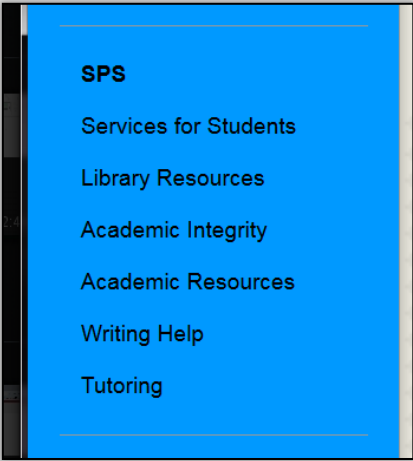
Step 7

Once you receive the confirmation email, go into the live semester site to verify that your course copy was successful and your course site displays correctly.

For example, the links on the course menu might not appear in the order displayed in your dev course. To rearrange, just drag and drop the arrow icons to the left of the menu items.

Sociology: SOC 101 01 [0156] (Online BA)
Announcements
Course Info / Syllabus
Your Instructor

Weekly Materials
Discussion Board
Essays & Final Paper
ePortfolio
Helpful Resources / Links

My Grades
Send Email
Tools
Help

SPS
Services for Students
Academic Integrity
Academic Resources
Writing Help
Tutoring

Drag arrows to re-arrange menu items.

Announcements

Create Announcement

New announcements appear below this line

Welcome t
Posted on: Mo
Welcome
of this week, please

- complete chapter 17 in your textbook,

- review the Chapter Outline, Vocabulary Flashcards and

- read the article "Age, Cohort, and Period Effects of Relig
Sociology Blog: http://www.everydaysociologyblog.com/20
of-religion.html

- Finish the book "Kite Runner."

- watch an interview with Jen'nan Read about the experien

Positioning of SPS template

Step Number and Description	Screenshot
Step 8 SPS automatically adds a template to all Blackboard live sites, which includes an SPS banner and a navigation menu that links to Student Services, academic integrity policies, Academic Resources, Writing Help and Tutoring services (see image). This relieves instructors of having to update this information themselves, and provides a more consistent experience for students across all their SPS courses.	**SPS** Services for Students Library Resources Academic Integrity Academic Resources Writing Help Tutoring *Note: If your dev course already has its own colors and banner, the blue color scheme and the SPS banner will be overwritten by your dev course settings after course copy.*

After the course copy process is completed, **take a few minutes to perform a quality assurance (QA) check** on the below points. In all areas of the course site, make sure dates and names are those for the current semester and for you, the current instructor.

Important: Due to a glitch in the Blackboard upgrade from last year, most course banners are not displaying to students and need to be re-uploaded. *It's important that you re-upload your banner even if it displays normally to you, because it may still not be appearing to your students*. This guide explains how to re-upload your course banner.

Banner	Announcement	First Assignments	Contacts/Instructor Info	Syllabus	Menu Items
Is there a banner for the course, listing the course name and #? Re-upload your banner using our quick guide.	Is there an Announcement menu item and an initial welcoming announcement that lets students know where to find things and how to get started in the course?	Are there assignments listed for the first week, and are students directed how to find them?	Is there a menu item for *Contacts/ Instructor Info* providing your contact details and info on your availability? Include your picture (must be square and no larger than 150x150 pixels; see Quick Guide: Resizing Profile Pictures for how to do so.)	Is syllabus posted in clearly designated menu area? Is it for correct course, current semester, with current semester dates? Is there a course schedule included as part of the syllabus or as separate document?	Are the menu items and the divider lines of the SPS template placed correctly at the bottom of the course menu? (see Step 9).