

Preparing Your Dev Site for Course Copy

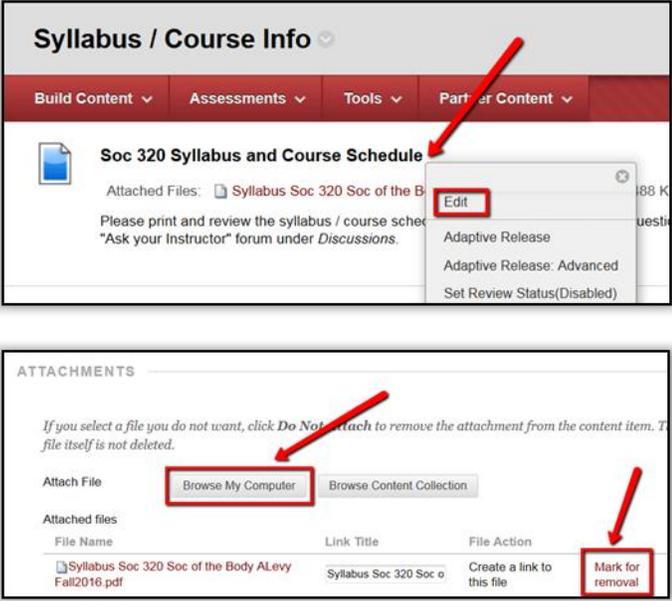
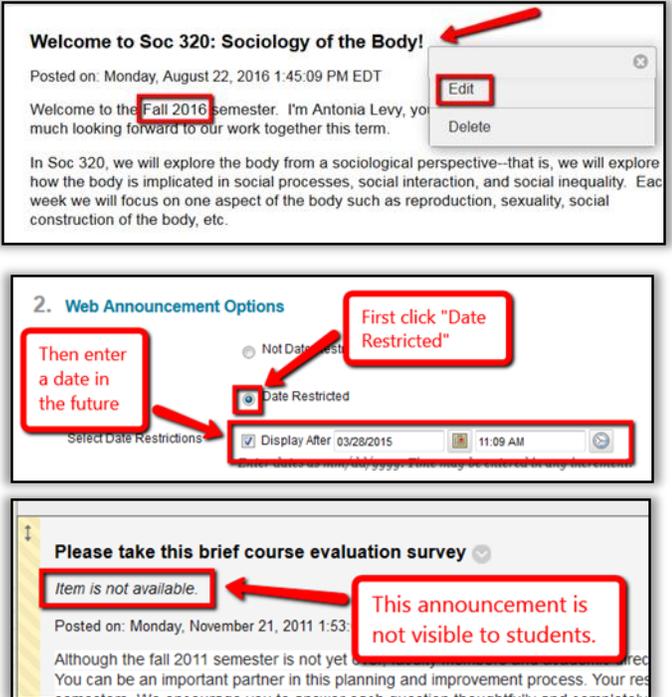
Each semester, courses taught at SPS are copied from a permanent development (dev) site into a live course site for the following semester. Every course at SPS has a dev course site available.

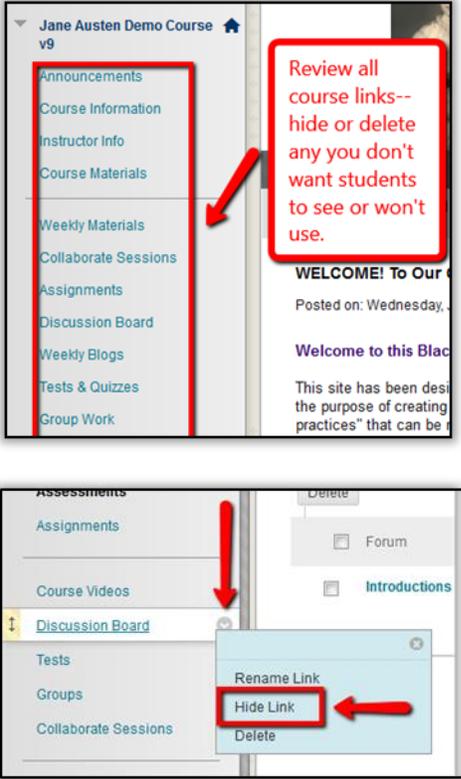
There are two ways your dev site can be copied into your live course site: either our office (OFDIT) will copy it for you or you will perform a “self-copy.” **Contact your Academic Director to find out how your course will be copied and the course copy schedule for the upcoming semester.** We recommend that OFDIT copy courses for instructors teaching for the first time and those who have never performed a self-copy before. (For information on how to self-copy, please see our [Quick Guide: Course Copy in Blackboard](#)).

This guide covers some important steps you should take in order to prepare your dev site, whichever way it will be copied.

Below is a general outline for the timing of the course copy process. Your Academic Director will email you the actual schedule for each semester.

Time Frame	Course Copy by OFDIT	Self-Copy by Instructor
Up to three weeks before semester start	Update your dev site for the next semester. Notify your Academic Director when done.	Update your dev site with all materials for the next semester. Complete self-copy from dev to live site and complete QA (see Quick Guide: Course Copy in Blackboard).
One to three weeks before semester start	Course copy by OFDIT from dev to live sites	Notify your Academic Director when done.
One week before semester start	Course copy completed. OFDIT will re-copy courses that received error messages for course copy.	
First day of classes	OFDIT makes live sites available to students at 6am. Important: Instructors do not make courses available at SPS.	

Step Number and Description	Screenshot
<p style="text-align: center;">Step 1</p> <p style="text-align: center;">Update Your Syllabus</p> <p>Update your syllabus for the upcoming semester: check semester name, dates on the course schedule, your contact information, and make any necessary changes to assignments, requirements, etc.</p> <p>Save a copy of the syllabus to your computer.</p> <p>Note: We recommend you use the following naming convention for your syllabi: <i>Syllabus_CourseCode_Semester</i> (e.g., <i>Syllabus_Com210_Spring2017</i>)</p> <p>Then, navigate to the content area in your course site where the syllabus is posted. Click the downward facing arrow next to the syllabus item's title and select "Edit." Scroll down to Attachments, click "Mark for Removal" next to the old syllabus file, and upload the new file by clicking "Browse My Computer." Click Submit to save.</p>	
<p style="text-align: center;">Step 2</p> <p style="text-align: center;">Announcements</p> <p>Prepare or adjust your "Welcome" announcement. Click the downward arrow next to its title and select "Edit." Make sure to update the semester name, any dates mentioned, or any changes to assignments, requirements, etc.</p> <p>If there are additional announcements listed, delete any you won't use, and date-restrict all others.</p> <p>To date-restrict an announcement, select "Edit" (see above). Scroll down to the "Web Announcement Options" section, select "Date Restricted" and then enter the date on which you wish the announcement to appear to students. Click "Submit" when done.</p>	

Step Number and Description	Screenshot
<p style="text-align: center;"><u>Step 3</u></p> <p style="text-align: center;">Review Course Menu</p> <p>Next, review your dev course site for any changes you want to make in your course. Start with the course menu. Review all existing menu links, and delete any that you won't use in the future, or hide the links you want to display at a later point in the semester.</p> <p>To hide or delete a link on the course menu, click the downward facing arrow next to its name and select "Hide Link" or "Delete."</p>	
<p style="text-align: center;"><u>Step 4</u></p> <p style="text-align: center;">Review all Course Content in your Dev Site</p> <p>Review all course content for accuracy and delete any items, assignments, etc. you won't need.</p> <p>Delete or edit content by clicking on the downward arrow next to the right of the item's name and choosing "Delete" or "Edit" in the dropdown menu.</p>	

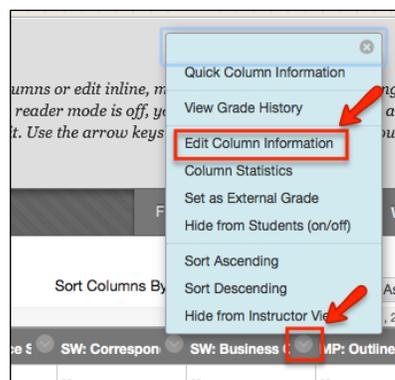
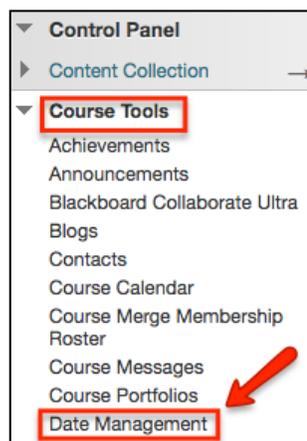
Step 5

Update Dates

While reviewing course content, update all dates included in descriptions, assignment due dates, items' availability dates, etc.

For updating **due dates and availability dates** all at once, Blackboard includes a helpful tool called Date Management. To access, select "Course Tools" on the Control Panel, and then click on "Date Management." See our [tutorial page](#) for more details on how to use this tool.

Important: Date Management does not apply to third-party tools such as VoiceThread or TurnItIn. To update due dates for these assignments, navigate to the Grade Center, click on the downward arrow next to the column's title and select "Edit Column Information." On the next screen, scroll down to the "Dates" section and enter in the new due date.



Step 6

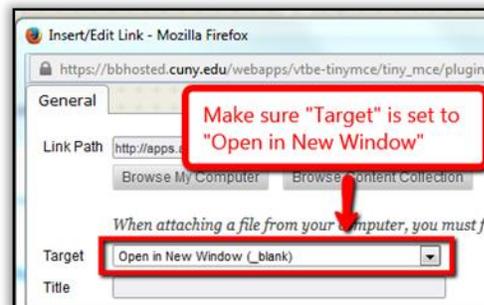
File Attachments and Hyperlinks

Check that all attached files in your course are up to date.

Also, make sure that all hyperlinks listed on your course site are still active, are listed as a meaningful title (not the URL; see example to the right), and set to open in a new window.

To check that a link is set to open in a new window: Put your cursor in the link and click on the "link" icon in the editor toolbar.

Make sure the "Target" is set to "Open in New Window" on the "Insert/Edit Link" pop up page.



Provide meaningful titles for hyperlinks; i.e. avoid using the entire web address as your hyperlink text. For example, do NOT say: *Fill out this user survey online here: <http://www.surveymonkey.com/SAMPLE/>*. Instead, include text that describes the website to which you are linking: *Please fill out the [online user survey](#)*.

Step 7**Grade Center**

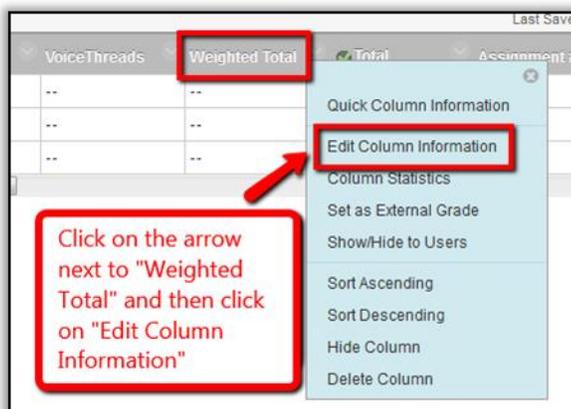
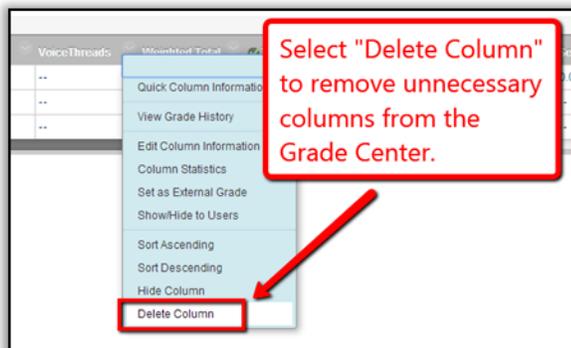
Finally, check the Grade Center is set up correctly and reflects all changes you have made to the course.

In the Grade Center, scroll to the right and make sure all graded assignments in the course are listed as columns, and delete any unnecessary columns.

Also, check that your final grade column (either Weighted Total or Total column) reflects any changes you made to the assessments in your course, and that it is set up correctly to calculate the final grade. For that, click on the downward arrow next to the (Weighted) Total column's title and select "Edit Column Information."

For detailed instructions on how to organize the Grade Center, set up the Weighted Total or Total column, see our Grade Center Quick Guides here:

<http://spsfaculty.commons.gc.cuny.edu/quick-guides/>.



At this point, your course is ready to be copied. These steps should be completed at least three weeks before the beginning of the semester.

Ask your Academic Director if you are allowed to self-copy your course or if OFDIT will do it for you. If OFDIT will perform the course copy, notify your Academic Director that your dev course is ready to be copied. If you are self-copying, follow the steps in [Quick Guide: Course Copy in Blackboard](#).

Finally, before the first day of classes, be sure to check your new semester live site for accuracy.

Important: Due to a glitch in Blackboard, you will have to re-upload your banner in the live site to ensure that it is visible to students. Follow the steps in [Quick Guide: Replacing The Banner in your Course](#).