Transitioning a Bb Learn 9 Course for the Next Semester

When transitioning a Blackboard course from one semester to the next, there is a series of preparatory steps to be taken by the instructor to get the course ready for the new semester. Use this checklist as a reminder of steps you need to address:

- Make sure you have access to both the old course and the new course to which you wish to copy it in the instructor role.
- Go to the OLD course to copy the course (Control Panel→Packages and Utilities→Course Copy).
  - CAUTION: Course Copy should be done only once unless you’re working with an LMS administrator or an Instructional Designer to selectively copy individual items over to another course. Not following the guidelines specified here can result in duplicate items (such as assignments, tests, graded discussions, etc.). This will also result in duplicate Grade Center columns. These duplicates will cause significant confusion for both you and your students.
  - Select the “Destination Course ID” by clicking the “Browse” button. This is the NEW course or section to which you wish to copy the content. Selecting this option. If the new course or section is not in the list that comes up, then you are not enrolled in the course or not enrolled in the Instructor role. Only instructors enrolled in the course have privileges to copy content into the course.
  - We recommend that you “Select All” rather than try to pick and choose from the list. If there are tools you’re not using, that’s fine. It cannot copy some that’s not there.
    - The things that are left unchecked even when choosing “Select All” are things that you would normally not want to have copied over anyway. So stick with leaving the default unchecked items for “Select All” unchecked, unless you know a valid reason for doing otherwise.
    - After checking “Select All”, you may wish to uncheck Announcements if you don’t want to use the same announcements in the new course.
    - After checking “Select All”, you may wish to either uncheck Discussion Board OR, alternatively, keep it checked and change the option to “Include only the forums, with no starter posts”. Starter posts means only the original post which established the thread. In other words, including the starter post would include this original post but not any of the replies.
  - Do not check “Availability” during the Course Copy process (This should be one of the things left unchecked when you Select All).
    - By default, leaving the “Availability” checkbox unchecked will result in the new course NOT being available to students.
    - You will likely want to make sure the course is not available until you have finished preparing it for the new semester and/or until the new semester actually begins.
  - About File Attachments
    - Copy links to Course Files: No copies of linked files are included in the copy. The copied course has the same set of links and those links point back to the original location of the link defined in the origin course.
    - Copy links and copies of the content: Makes copies of linked files but ONLY those files that are linked to course content. Files within the course's home folder that are not linked to any content are NOT included in the copy.
    - Copy links and copies of the content (include entire course home folder): Makes copies of ALL files in the course's home folder, even if the files are not linked to course content.
• Click the “Submit” button at the bottom of the page.
• Look for a green bar at the top indicating the “Course Copy” request has been queued.
• **Please wait patiently for the confirmation email**, indicating the process is complete. It could take some time for the eLearning server to get to your request in the queue. You should not rush to the conclusion that the “Course Copy” process is not working. **You should not repeat the “Course Copy” request again for the same course.** This will lead to duplicate items and potentially duplicate grade center columns. If you do not receive the confirmation email within 2 hours:
  ▪ First, please check to see if it is in your UNI Gmail account’s spam (junk) mail folder. If you have questions about how to check your spam folder, please call 273-5555 for assistance.
  ▪ If a confirmation email is not in your spam folder in your UNI Gmail account, please complete the form at [http://uni.edu/elearning/uni-elearning-course-request](http://uni.edu/elearning/uni-elearning-course-request). The system administrative team can look into the status of your course copy request to determine whether it’s still in the queue and can further advise you should additional steps need to be taken.

☐ **Once you have received the confirmation email** that the “Course Copy” request has completed, you should be able to login to eLearning, go to the new course, and confirm that the content has copied into the course.

☐ **In the new course, look through the left-side navigation area to be sure you don’t have any unwanted links or content areas/folders.** Be cautious if you choose to delete a content area/folder. Everything inside the content area/folder will get deleted, too! You may want to “Hide Link” rather than delete until you’ve had time to sort through its contents and move anything you wish to keep.

☐ **Update the Syllabus and other revised documents.**
  • **SPECIAL NOTE:** Contact Continuing and Distance Education or ITS-Educational Technology if you would like a syllabus template based on the Quality Matters Rubric.
  • You will need to locate the link to the file in the course, click the contextual drop down menu, and select “Edit”.
  • Then choose “Browse My Computer” to locate and upload the new file.
  • Change anything else necessary in the properties and be sure to click the “Submit” button.

☐ **Check Discussion forums to see if posts from the old course copied over to the new course.**
  • If they did, and you did not intend for them to do so, delete old posts. To do so, access the list of Discussion Forums (Control Panel→Course Tools→Discussion Board→Click the Discussion Board link).
  • You will need to separately delete the posts for each forum:
    ▪ Click the Forum title, select checkboxes for all posts, and click Delete. (There is a checkbox in the column headings area that will select all posts on the page at once.)
    ▪ Return to the list of Forums for each Forum and repeat this process. (If you had groups, you will need to go back to the Discussion Board page which lists the group discussion boards and repeat this process for all the forums within each group’s discussion board.
    ▪ Alternatively, while viewing the list of forums, you can delete the entire forums themselves. Just remember you would need to recreate any you want to make available to the new students using the “Create Forum” button.

☐ **Check Announcements to see if those from the old course copied over to the new course.**
  • You may or may not want to delete these, but you should review each one and, if not applicable for your new students, you should delete. (Control Panel→Course Tools→Announcements).
- To delete an announcement, click the contextual menu drop down beside the title of the announcement and select “Delete”.
- Alternatively, you may wish to keep the announcement and check the date restriction settings. They may need to be updated. This can be done by clicking the contextual menu drop down and selecting “Edit”.

☐ **Hide tools you will not be using this semester.**
  - Click the “Tools” link (NOT Course Tools) in the left-side navigation in the list of links ABOVE the Control Panel.
  - Use the “Hide Link” or “Show Link” toggle button for each tool necessary so that the page correctly reflects the tools students will be using. You will still see them on your Tools page, but they will be dimmed. Students will not see them at all. You can confirm this by changing the Edit Mode to Off.

☐ **Update any dates associated with each item from each Blackboard tool in the course.**
  - Copied items retain any old dates that were set in the old course. You should either update entries to the new dates or delete the entry if it is not applicable to the new course.
  - These dates might include Due Dates and Availability Dates set in the items’ properties or in Adaptive Release properties associated with the item.
  - **Date Management** (Located in Control Panel → Course Tools) – Bulk shift all dates in the course including: Due Dates/Availability/Adaptive Release dates/test dates.
    - **Options include:**
      - Use Course Start Date – *See information pop-up within Date Management*
      - Adjust by Number of Days – *See information pop-up within Date Management*
      - List All Dates for Review –
        - A good idea after using one of the other options to make sure Bb did what you expected.
        - **Edit button** - Can be used to tweak any individual items if needed
        - **Filter by Item Types** and/or **Date Types**
        - **Sort** by any column
        - Useful when adding a new lesson & need to shift things that follow
      - The system automatically sends you an email showing the changes made.

☐ **Update any Turnitin dates associated with each Turnitin assignment in the course.** (Turnitin is a third-party tool that interfaces with Blackboard. It checks for originality/plagiarism within a student’s written work.) There are **two locations** where you’ll need to **revise dates** for Turnitin assignments.
  - For each Turnitin assignment, **locate its link** in the course.
    - Click the **contextual drop down menu**, and select “Edit”.
    - **Revise the Start date, Due date, and Post date** as desired. Then scroll to the bottom of the page and click **Submit**.
  - You also need to change the due date for the assignment in its **Grade Center column**.
    - Locate the Grade Center column corresponding to the Turnitin assignment.
    - Click the **contextual drop down menu** next to the column title.
    - Select “**Edit column information**”.
    - **Revise “Due Date”** as desired and click **Submit**.
Copy the newly revised course to other sections you will be teaching of the same course.

- Do this **only after completing each of the above steps** to eliminate the need to repeat all of these things in the additional sections.
- Don't forget to change any dates that will not be the same as the other section.

**QUESTIONS?**

- Contact the Instructional Design Team from ITS-Educational Technology

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