

Common Pre-Semester Blackboard Tasks

Copy Course Content

Often you will want to re-use content from a previous course site in the next semester. You can copy materials from one course to another using the tool built into Blackboard. Go into the Control Panel of the course which has the material you want to copy, and click the Course Copy link in the middle left of the page. On the next page click the Copy Course Materials into an Existing Course link. Click the Browse button next to the Destination Course ID box, and in the window that pops up click the Search button in the upper center of the page. Select the course you want to copy materials to from the list loaded on the page by clicking the button to the right of that course listing. Next, in section 2 of the course copy page, check the boxes next to any or all of the content you wish to copy. (Often this will be all the check boxes.) Click the Submit button at the bottom right of the page, then wait until you receive an email confirming that the copy is completed. Once that email is received, go into the new course and confirm that all your desired materials have copied over.



A video demo of this procedure is online at

<http://www.palomar.edu/pconline/facultyservices/CopyCourseContent.asp> .

Update Date and Time Information

If you have used Date and Time restrictions for any of your Blackboard content, those restrictions may have copied over to the new course with your content. You will have to manually track down all the places in your content where you set these restrictions and update them to reflect the new dates of the new semester. (If you are looking for a better way to restrict content you should contact Palomar's Blackboard Technical Support and ask about using the Adaptive Release features.) Remember that you must have the Display After or Display Until check boxes checked, or else the dates and times you select will be ignored by the system.

<input type="checkbox"/> Display After	<input type="checkbox"/> Display Until
Oct ▾ 20 ▾ 2007 ▾	Oct ▾ 20 ▾ 2007 ▾
12 ▾ 35 ▾ PM ▾	12 ▾ 35 ▾ PM ▾

Date and time restriction controls in Blackboard are included with the Adding an Item video demo online at <http://www.palomar.edu/pconline/facultyservices/CreateItem.asp> around the 8:30 mark.

Make Course Available

Before your students can begin using your Blackboard course you will have to make the course available to them. To do this, go into the Control Panel, then click the Settings link near the lower left corner of the page. This will bring up a list of course settings; click the link which says Course Availability. Next select the Yes radio button and click the Submit button in the lower right of the page. Congratulations, your students are now able to access your Blackboard course.

A video demo of this procedure is online at

<http://www.palomar.edu/pconline/facultyservices/MakingYourCourseAvailable.asp> .