



# Reusing & Recycling Your Course Content

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## About your speaker

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Manage Blackboard Learn & Collaborate

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## Workshop objectives

- Describe reasons why we should reuse course content
- Identify various options to recycle & reuse course content
- Explore the Course Copy tool
- Review best practices for Course Copy
- Preview Blackboard Drive & future reusable content options

## Why recycle / reuse?

- Save time on course prep from semester to semester
- Easily update content
- Deploy content across course shells
- Share content with other instructors

## In the past...

Export & import was **the only option** to faculty

Many steps required

1. First go to the source course
2. Then trigger the export process
3. Wait for package to be created
4. Then download the package
5. Go into the new course
6. Upload the package
7. Wait for the package to be processed

Depending on the size of your course, the package could be quite large.

And leaving the package in the course meant increasing the overall size of your course, which impacted the quota.

**So what's different about course copy?**

## Export vs. Course Copy

The export course feature creates a ZIP file of the course content that you can import to create a new course or share content some Blackboard-specific course resources with other instructors.

### EXAMPLES:

- You have an exported course from 2 years ago and no longer have access to the course shell or system where the original course was hosted.
- You want to share an exported course with others, but you do not want to add those users to your course as instructors.

When to use: Export a course when you want to reuse course materials at a later time to teach a new set of students.

- Assignments and assessments may need to be redeployed and configured with each time.
- Note: An Archive contains course content and student data. It can only be restored by a Blackboard system administrator.

## Export vs. Course Copy

You can copy courses and use them as a convenient way to reuse and adapt existing course structures, materials, and content.

### EXAMPLES:

- Copy part of one course into another without overwriting any of the existing course's content.
- A course copy does not require you to download a file from one course or to upload the file to another course.

When to use: Copy a course if you are creating a course that has many of the same features as an existing course (e.g., 2 courses use the same materials but have a different set of students).

- Assignments and assessments typically deploy as originally configured in the source course.

## Where do I begin?

### Identify your goal

Do you want to copy or move individual content items from one folder or Course to another folder or Course?

Do you want to copy all or most of your course content for a past semester to the course site for this semester?

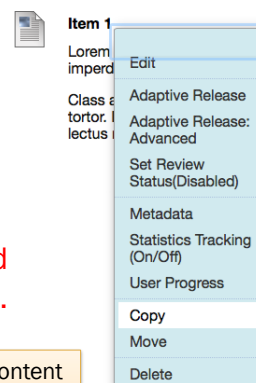
Do you want to save your course content (or maybe the entire course site) outside Blackboard?



## Copying Pieces of Content

## Copy an Item or Folder

Individual pieces of content or content folders can be copied between courses as long as you are enrolled in the course shell as an instructor or course builder.



**Remember: Content cannot be copied between a course and an organization.**



If you choose MOVE instead of copy, then the content will be completely relocated to the destination course. If you choose DELETE instead of copy, the content will be removed.

## Copy a Test

An **individual test can be** copied in a non-deployed state -- it cannot be copied from a content area in one course shell to another course shell.

Name	Deployed	Date Last Edited
Is Online Learning Right for You?	No	January 21, 2015 2:22 PM
Is Online Learning Right for You?	Assignments	January 21, 2015 2:22 PM

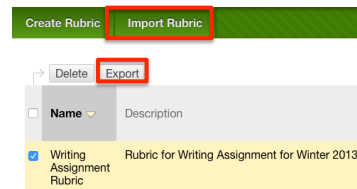
You can export the test and import it, or share the test with another instructor in a packaged state. Once it is imported, then you can deploy it and configure the settings.

Depending on your browser, Blackboard will either prompt you to save the ZIP package or immediately download it to your computer. Do not attempt to open the ZIP package as the contents are in a format proprietary to Blackboard's system.

## Copy a Rubric

An individual rubric can be exported from one course and imported to another, including a course that is not your own.

- This is especially useful if you've already copied the entire course and do not want a lot of duplicate rubrics to appear in your new course.
- You can export/import just the one rubric you need or you can select several rubrics to export/import.

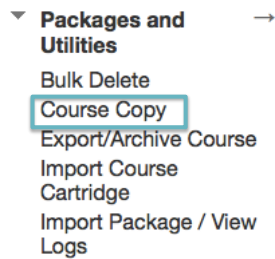


Depending on your browser, Blackboard will either prompt you to save the ZIP package or immediately download it to your computer. Do not attempt to open the ZIP package as the contents are in a format proprietary to Blackboard's system.

## Copying the Entire Course



## Course Copy Step #1



- Go to the course you want to copy. This is your SOURCE.
- Access the Control Panel.
- Expand Packages & Utilities.
- Click Course Copy.

## Course Copy Step #2

### SELECT COPY TYPE

Select Copy Type

### SELECT COPY OPTIONS

\* Destination Course ID

Course ID	Course Name
<input checked="" type="radio"/> SACO101_1001_SU2015	Sample Course SU2015
<input type="radio"/> Sandbox_UMBC	UMBC Sandbox_MERGED

- Now select the DESTINATION course that will receive the copied content.
- Click BROWSE to open a pop-up window.
- Click the radio button to choose the course.
- Click SUBMIT.

## Course Copy Step #3

Select Course Materials

Content Areas

- Home Page
- Information
- Content

Adaptive Release Rules for Content  
*User criteria will not be captured if enrollments are not included.  
 Assignment submissions will not be captured if the Grade Center columns and settings are not included.*

Announcements

Blogs

Calendar

Collaboration Sessions

Contacts

Content Alignments

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

- Now select the Course Materials.
- To choose everything, click SELECT ALL.
- To choose certain content, check the boxes.
- There are some **tips and tricks** to these settings!

## Choosing Content

If you do not Select All, you must **choose at least one of these areas: Content, Contacts, or Settings** for the course copy to function.

**Content area with existing assignments and tests must be copied WITH the Grade Center Columns and Settings for those items to deploy properly.**

- Otherwise, you will have to recreate all of the assignments and redeploy all of the tests.

Select Course Materials

Content Areas

- Home Page
- Information
- Content

Content

## Ensuring Graded Items Copy

If you are selecting any content area with existing assignments and tests, you **must also choose the Grade Center Columns and Settings for those items to deploy properly.**

Grade Center Columns and Settings

- Otherwise, you will have to recreate all of the assignments and redeploy all of the tests.

## Anonymous Discussions

- Make sure you change the Discussion setting from “Include starter posts for each thread” to “Include only the forums.”
- If you don’t make this change, all previous semester discussion posts from students will copy into the new course. This can be fixed, but it takes a bit of time.

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

Include only the forums, with no starter posts

## Course Copy Step #4

Course Files

- Copy links to Course Files **Recommended!**  
 Copy links and copies of the content  
 Copy links and copies of the content (include entire course home folder)

Identify the file attachments.



IF you select Copy links and copies of the content (include entire course home folder):

This will make copies of ALL files in the course's home folder whether or not those files are linked to course content. **We do NOT recommend** this selection since it will take content that is not actually used by the course. You may also need to manage permissions on those files.

## Course Copy Step #5

ENROLLMENTS

*Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.*

Enrollments

- Include Enrollments in the Copy

If enrollments are selected, the list of users in the course is copied. User records, such as discussion board posts, grades, and assessment attempts are not copied.

Please do NOT select this setting!

## Be Patient!

**Be patient:** Depending on the size of your course, the copy could take a few minutes or longer to process.

- The **course copy process is additive** – content is never deleted or replaced.
- As such, do not perform more than one complete course copy or you will end up with duplicate content that must be manually removed.

Source NMEL-slv-02 | Destination NMEL-slv-03 is Running. To access the detailed log, click [here](#)

Home Page 

## Course Copy Log

**Blackboard will send you an email** with a tracking log when the course copy is complete. Any warning messages in the log can probably be ignored, but **fatal errors should be reported** via RT ticket.

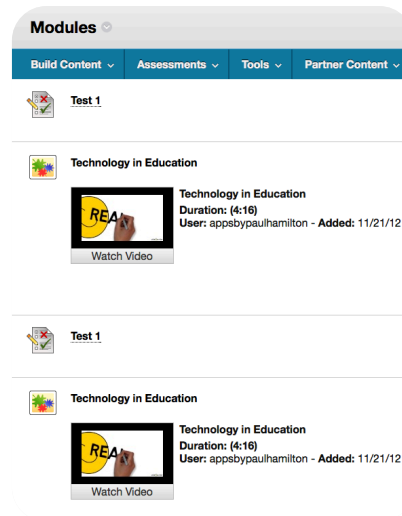
The following Course Copy process has completed: Source UMBC\_MT | Destination SPAN201\_template\_FA2015

The results of the process are shown below.

Operation successful.

## Duplicate Content

Duplicate content happens because the course copy was triggered multiple times to the same destination course.



## Handling Duplicate Content

- ❑ **If the course does not have any activity from students:** Instructors can open an RT ticket and request to [have the course deleted](#). The overnight process will recreate the course shell to allow the instructor to attempt a clean course copy.
- ❑ **If students are active in the course:** Instructors will need to [manually delete the duplicate](#) content items, assessments, and grade center columns.

## Wikis, Blogs & Journals

- The course copy/export process will remove all wiki content. If you want to re-use wiki instructions or wiki pages, you will need to manually copy and paste into the new wiki.
- Blogs will retain the Blog instructions when copying. Student submissions will not copy.
- Journals will retain the Journal instructions when copying. Student submissions will not copy.

## Course Settings & Tools

Course Settings: If selected, the following settings are copied:

- |                        |                              |
|------------------------|------------------------------|
| ✓ Course Entry Point   | ✓ Content Tools              |
| ✓ Course Design        | ✓ <b>Course Availability</b> |
| ✓ Course Banner        | ✓ Guest Access               |
| ✓ Blackboard Tools     | ✓ Observer Access            |
| ✓ Building Block Tools |                              |

If source course IS available, when copied, the destination course also becomes available

## Behavior of Copied Content

Content from content areas appearing on the course menu that have the **same name in each course** will be added in the **same content area**.

**Nothing is removed** from the destination course and **nothing is replaced** with content from the source course.

SOURCE COURSE CONTENT AREA	DESTINATION COURSE CONTENT AREA	RESULT
Syllabus Course Documents Assignments	Syllabus (empty) Course Documents (some) Assignments (some)	Syllabus will populate. Bb will add to Course Docs Bb will add to Assignments

## Broken Links to Content

**Links to parts of a course that are not included in the copy will break** when the links appear in the destination course.

- For example, if a link to a test appears in a course area and you choose not to copy tests, the link to the test will break.



## Course Menus

IF...	THEN...
A course area in the source course does not exist in the destination course.	The <b>area will be added</b> to the course menu in the destination course.

## Course Menus

IF...	THEN...
The course area in the source course and the course area in the destination course have the same name and are of the same type, for example, Syllabus, Course Documents, or Resources.	The content from the source course <b>will be added, but will not replace the content</b> in the area within the destination course.

## Course Menus

IF...	THEN...
The course area in the source course and the course area in the destination course have the same name but are of different types.	<p>The course area from the source course will be added to the destination course <b>under a different name with an incremental numeral</b> added.</p> <p>For example, Course Materials will become Course Materials1.</p>

## After a Course Copy

- Review dates for adaptive release and assignment deadlines using the **Date Management Tool**.
- Review and **clean up discussion forums** in case previous student postings copied into the new course.
- Review and **clean up any group discussion** boards that have been copied over.

Group Discussion Forums **MUST BE** cleaned out by hand; old posts **WILL** be copied over no matter which option you select during the copy process.

## After a Course Copy

- SafeAssignments from the source course will be converted to regular Assignments with SafeAssign enabled in the destination course.
- Submissions will not be included.
- Settings will be retained.



## Course Copy Tips

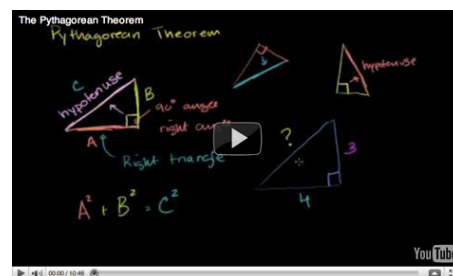
## Getting Ready to Copy

- **Make sure the course is clean and ready to go.** You don't need to update your course for the next semester, but you might want to consider removing things that are simply outdated or no longer used.
- Check the **course links** and **external links**. If it's broken, fix it. If it's no longer available, remove it.
- Verify there are **no duplicate files or tests**. If you have 3 copies of the final exam, remove the extra copies and keep only the one that is most accurate and current for your course.

## Move large files & videos!



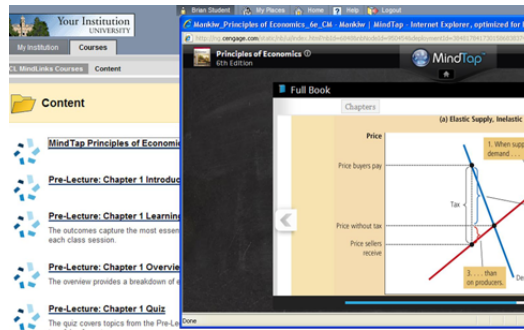
Migrate media files to YouTube and large files to UMBC Box to improve the efficiency of your course's overall performance.



## Remember publisher content

If you are using publisher content such as Cengage MindTap or McGraw-Hill Connect, make sure you create a copy on the corresponding platform so you can relink the sites.

Like Blackboard, these publisher platforms are unique shells that support assessments and track student data so they need to be updated and copied every semester.



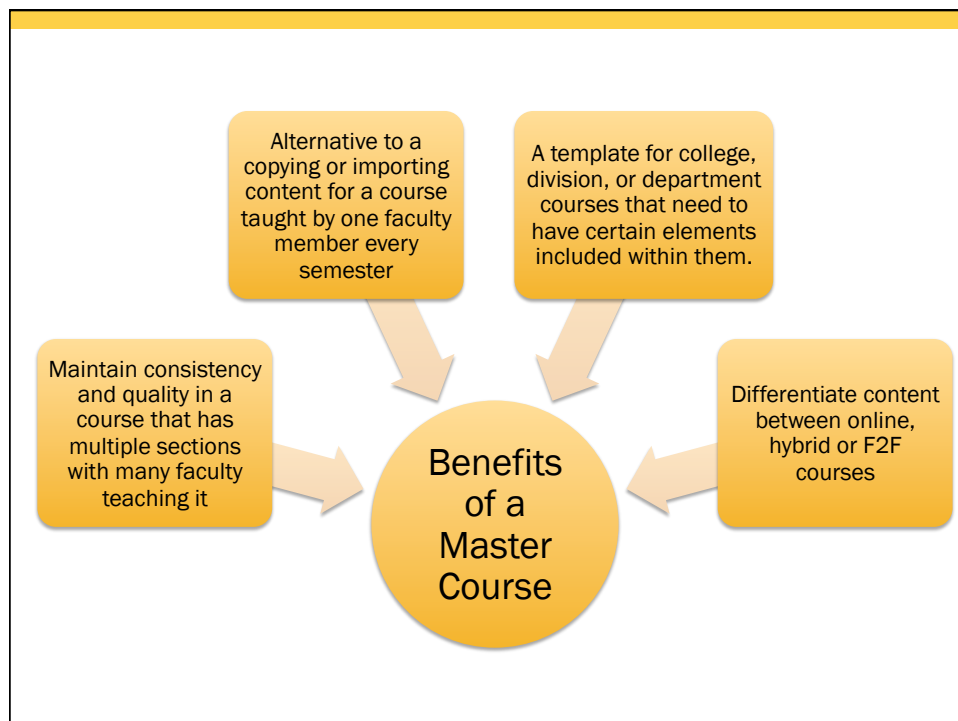
## Long Term Planning: The Master Course

## What is a Master Course?

Permanent course shell to develop, maintain, update, and distribute course content

- Serves as your course's specific template
- You develop the shell exactly like any other course
- Upload course materials, create assignments & tests
- Increased quota to 1 GB

Faculty do not have to share a master course shell if more than one instructor is assigned to teach the same course.

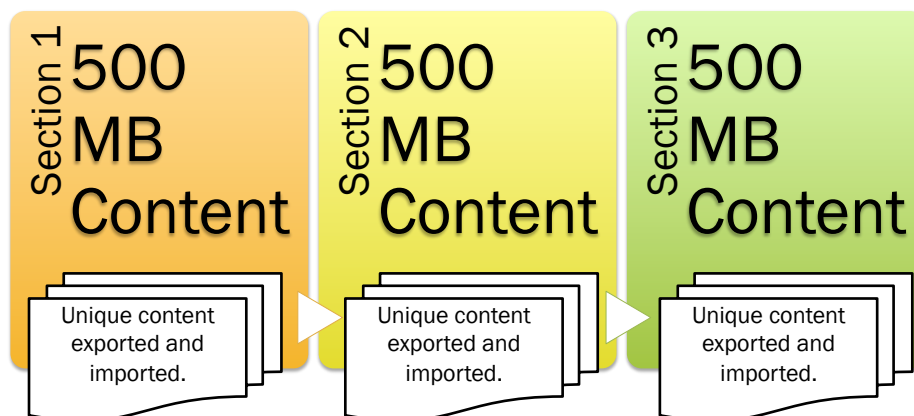


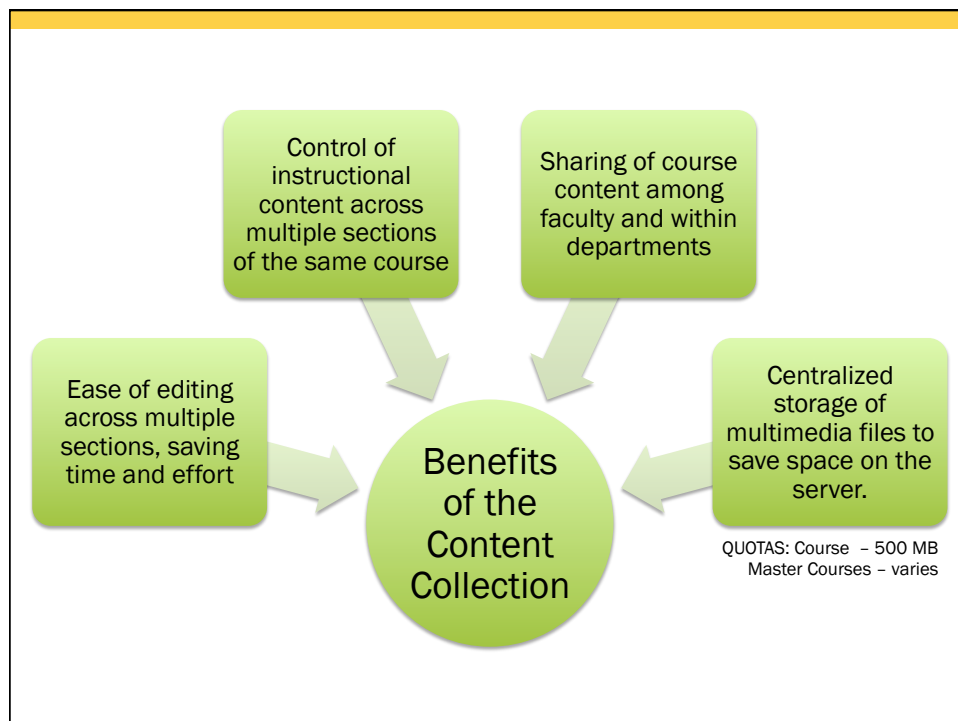
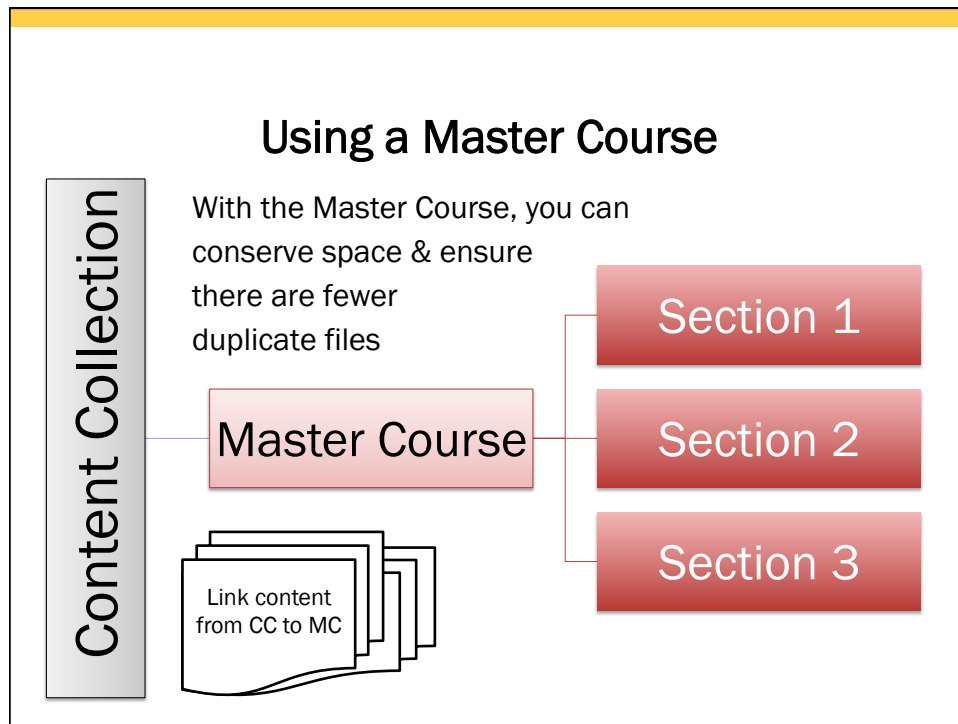
## Two Important Tools in Your Content Kit



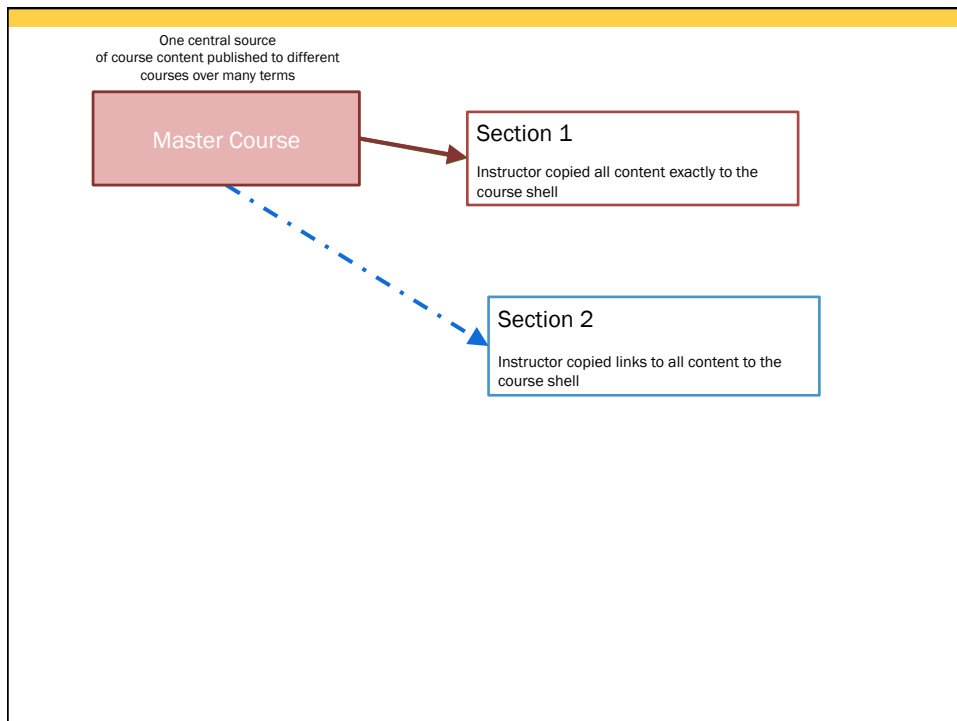
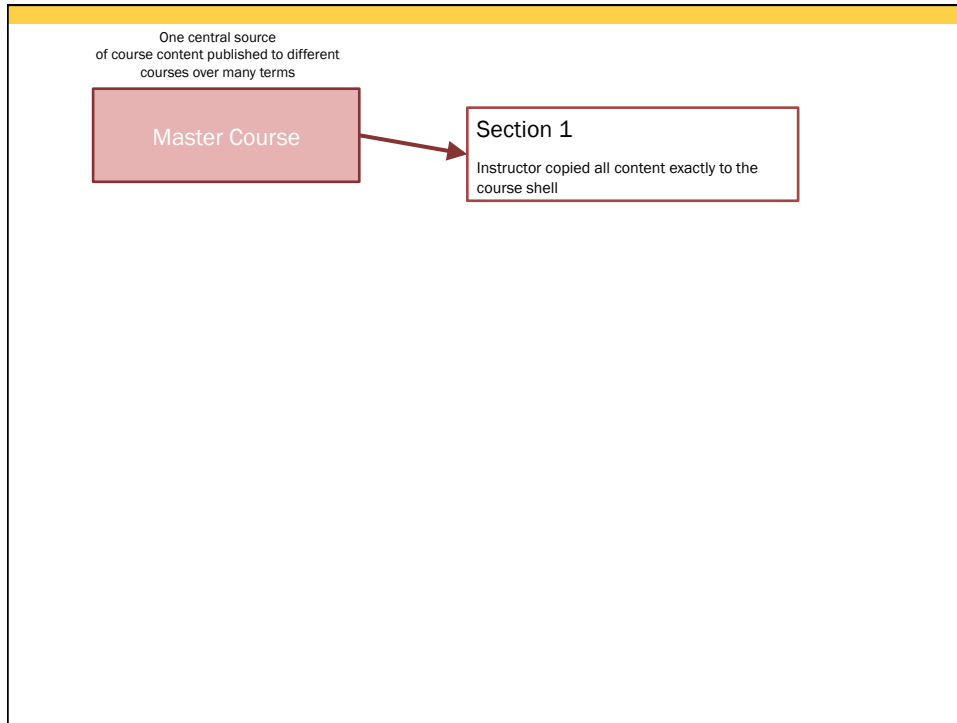
## Exporting vs. Master Course

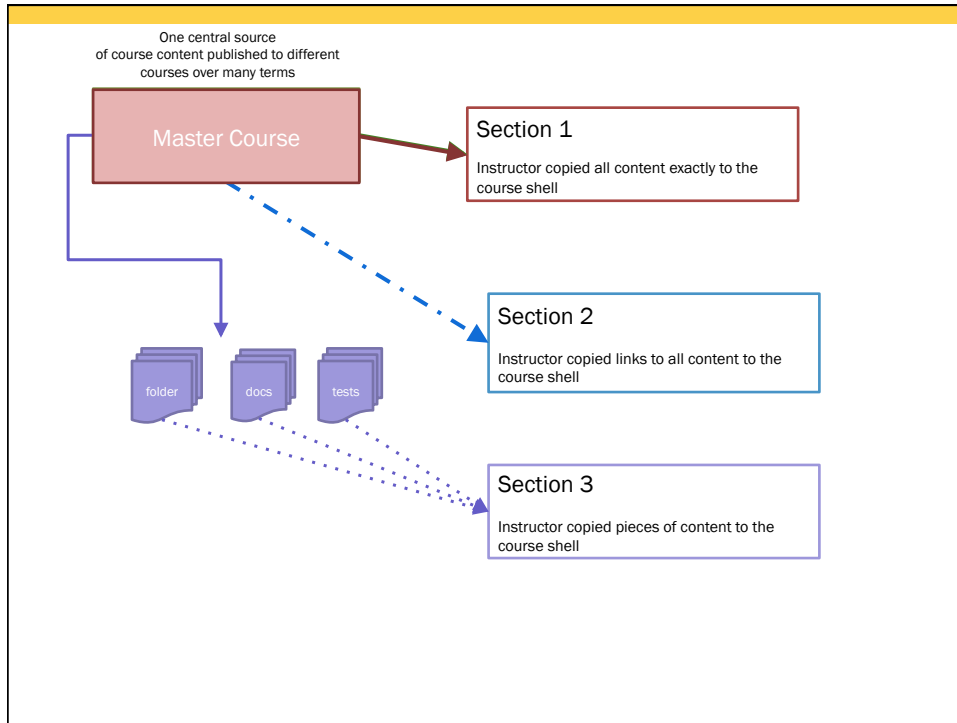
Current export/import process produces duplicate files











## Adding Content to the Collection

**Course Content: ENGL100\_Template\_SU2014**

The Content Collection provides central file storage for all content. When creating all links to the item reflect those changes. Using the links in the **Control Panel**, institution. [More Help](#)

Upload Create Folder

Upload Files Upload Zip Package Copy Move Delete

**Upload Single File**

Upload a single file to this folder.

\* Indicates a required field.

Cancel Submit

1. File Information

Browse to select a file to upload.

\* File  Browse...

If selected, the system automatically overwrites the existing file with the same name.

	File Type	Name	Edited	Size	Permissions	Versions	Comments
<input type="checkbox"/>		bloom pyramid tech.jpg	Jun 3, 2012 9:04:29 AM	199.3 KB		Off	

## Assign Permissions to Content

The screenshot shows a file management interface with a table of files. The file 'bloom pyramid tech.jpg' is selected, and a context menu is open over it. The menu items are: Open, 360° View, Edit Settings, Catalog Entries, Comments (None), Overwrite File, Passes (None), Permissions, and Alignments (None). The '360° View' and 'Permissions' items are highlighted with red boxes.

File Type	Name	Edited	Size	Permissions	Versions	Comments
<input checked="" type="checkbox"/>	bloom pyramid tech.jpg	Jun 3, 2012 9:04:29 AM	199.3 KB			Off

## Assign Permissions to Content

**Manage Permissions: bloom pyramid tech.jpg**  
*Share files and folders by assigning one or more permissions to individual users and groups of users.*

Select Specific Users	Select Specific Users By Place	Select Roles	Permit Anyone	
User/User List	<ul style="list-style-type: none"> <li>Course</li> <li>Course Group</li> <li>Organization</li> <li>Organization Group</li> </ul>	<ul style="list-style-type: none"> <li>Institution Roles</li> <li>All Roles</li> </ul>		Remove Manage
Owner (MARIANN HAWK)		<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Assign Permissions to Content

**Select Users**

Enter one or more Usernames or click **Browse** to search. Separate multiple Usernames with commas.

\* Username

**Choose Courses**

Select check boxes from the list of courses below

\* Courses

- Biologic
- BSU Ter
- Biologic
- Biologic
- COMM
- ENGL 11
- GOVT40
- LOTTO
- Mariann
- PSYC 10
- Sample
- Sample
- Student
- Teachin

Additional Courses

**Select Roles**

\* Roles

- All Course Users
- Student
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Guest

**Search**

Search For

Search String

Contains  
 Exact Match

Search Field

Course Name  
 Course ID  
 Description

**Set Permissions**

Permissions

- Read
- Write
- Remove
- Manage

## Linking Files to Your Master Course

Upload files to the Content Collection and link into the course

**SELECT FILE**

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

\* Name

Color of Name

\* Find File

Location:

Type	Name	Versions	Last Modified	Size
Folder	UMBC_SB2_ImportedContent_20150424022004		Apr 24, 2015 2:20:04 PM	111.2 KB
PDF	2014 Quality Scorecard June 2014.pdf	Off	Apr 24, 2015 2:19:00 PM	111.2 KB
PDF	AccessibilityinE-LearningWhatYouNeedtoKnow.pdf	Off	Apr 24, 2015 7:43:06 PM	369.6 KB

Available Quota: **Unlimited**

Displaying 1 to 3 of 3 items

## Types of Master Courses

Designation	Purpose	Modifications	CourseID
DEV	Generic development shell	+ username	ENGL101-mhawken1-DEV
DEVL	Lecture development shell	+ username	ENGL101-mhawken1-DEVL
DEVH	Hybrid development shell	+ username	ENGL101-mhawken1-DEVH
DEVO	Online development shell	+ username	ENGL101-mhawken1-DEVO

Designation	Purpose	Modifications	CourseID
MST	Generic master course shell	+ username	ENGL101-mhawken1-MST
MSTL	Lecture master course shell	+ username	ENGL101-mhawken1-MSTL
MSTH	Hybrid master course shell	+ username	ENGL101-mhawken1-MSTH
MSTO	Online master course shell	+ username	ENGL101-mhawken1-MSTO

## Checking your course quota

The screenshot shows the Blackboard user interface. At the top, there is a navigation bar with the following items: MyBlackboard, All Courses, My Communities, Library, and My Bb Content. The 'My Bb Content' item is highlighted with a red box. Below this, the breadcrumb path is 'courses > BbOR'. The main content area shows 'Course Content: BbOR' with options for 'View List' and 'View Thumbnails'. Below the course content, there are buttons for 'Upload', 'Create Folder', and 'Set Up Shared Location'. A red arrow points from the 'My Bb Content' box to the 'Course Content: BbOR' section. At the bottom of the course content area, a red box highlights the quota information: 'Available Quota: 485.37 MB (97%) Total Quota: 500.00 MB Course: Bb Student Orientation'.

