COURSE COPY DIRECTIONS

MARSHALL UNIVERSITY OFFICE OF ONLINE LEARNING
FOR BLACKBOARD LEARN 9.1 (CLASSIC VIEW)

BEFORE YOU COPY

1. Start in the Development section or course where your content is located. You will copy TO the empty course.
2. **Do not press course copy more than once**. As instructors are copying content, we have a queue on Blackboard that completes this process. If your colleagues in front of you have copied a course with a large amount of content, it will take longer than usual to process, and your completion time may be affected. To help mitigate this issue, try to copy your courses before the weekend before the term starts.

ONCE THE COURSE HAS COPIED

- Adjust the course menu: links on the course menu will fall to the bottom of the course menu. Move the links back to their proper location by hovering to the left of the course menu link until the compass pointer appears. Hold down your mouse button and drag the links up.
  - You can also user the Keyboard Accessible Reordering menu, located at the top of the course menu and noted as an up and down arrow.
- Update the information in your Start Here area of the course to reflect the current term.
- If you have not updated your due dates yet, use the Date Management tool in the Course Tools area of the course, under the Control Panel.

INSTRUCTIONS FOR COPYING COURSE CONTENT

1. Navigate to the course where your content is currently location.
2. Under **Control Panel**, click **Packages & Utilities**, and select **Course Copy**.
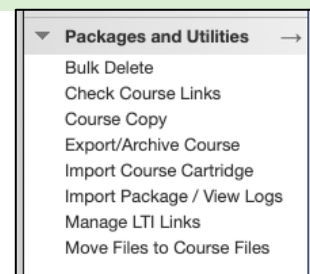
3. In Select Copy Options, use **Browse** to search for the course you are trying to copy TO.
4. Click "**Select All**."

5. **UNCHECK** Announcements.
6. Leave Discussion Board selected, but choose the 2nd selection to "**Include only the forums, with no starter posts.**"

7. In the File Attachments area, in Course Files, select the 2nd choice to "**Copy links and copies of the content**."

8. Click **Submit.** An email will be auto-sent from "LMS" when the course copy process is complete. Remember to re-adjust your course menu links.

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