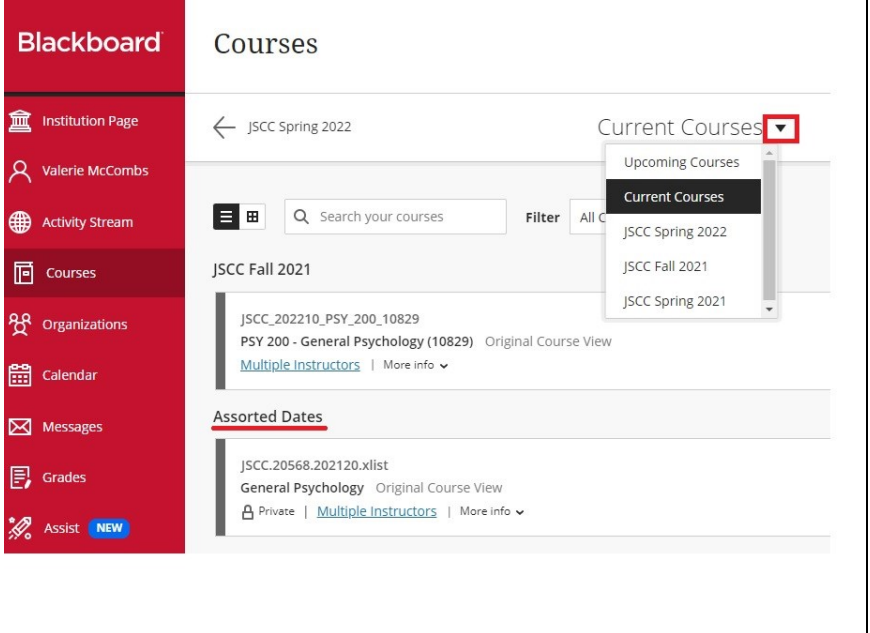
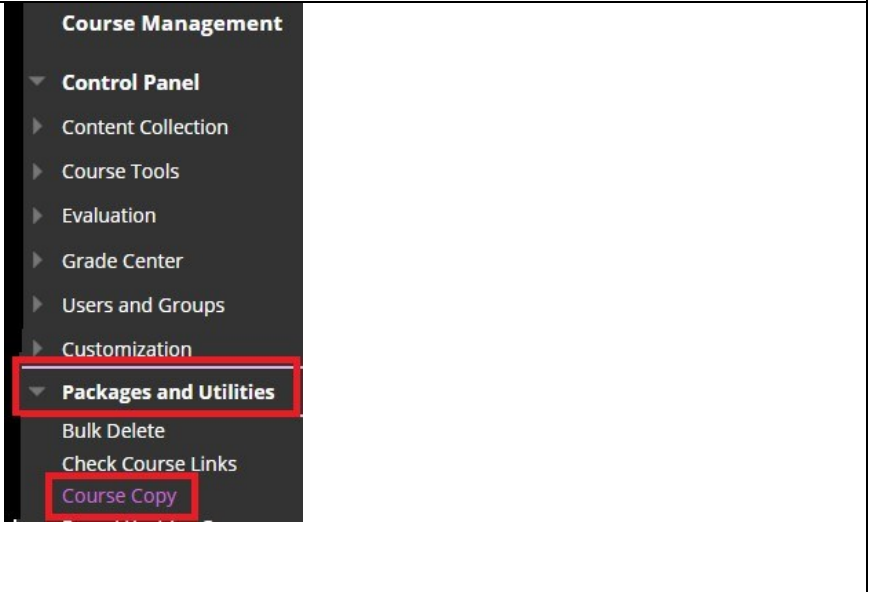


## ACCS Blackboard Learn Course Copy

<p>Log-in and navigate to the Blackboard Course List.</p> <p>Select Course that has the content you wish to copy to another course.</p> <p><b>Note:</b> Use the pull down menu to select from previous terms or look under "Assorted Dates."</p>	 <p>The screenshot shows the Blackboard interface. On the left is a red navigation sidebar with icons for Institution Page, Valerie McCombs, Activity Stream, Courses, Organizations, Calendar, Messages, Grades, and Assist. The main content area is titled 'Courses' and shows a breadcrumb 'JSCC Spring 2022'. A search bar is present with the text 'Search your courses'. Below the search bar, there are sections for 'JSCC Fall 2021' and 'Assorted Dates'. A dropdown menu is open on the right, showing 'Current Courses' selected, with options for 'JSCC Spring 2022', 'JSCC Fall 2021', and 'JSCC Spring 2021'. The 'Assorted Dates' section lists 'JSCC.20568.202120.xlist' for 'General Psychology'.</p>
<p>Select the link Course Copy under Course Management/Packages and Utilities.</p>	 <p>The screenshot shows a dark grey 'Course Management' sidebar menu. The menu items are: Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, Bulk Delete, Check Course Links, and Course Copy. The 'Packages and Utilities' item and the 'Course Copy' item below it are highlighted with red boxes.</p>

Select the following under “Copy Course”:

1. Copy Type: Copy Course Materials into an Existing Course.
2. Copy Options: Enter Course CRN and Term or use the Browse button to search for Course.

Note: The naming convention (i.e. title of course will look different in ACCS Bb).

**SELECT COPY TYPE**

Select Copy Type  
Copy Course Materials into an Existing Course

**SELECT COPY OPTIONS**

\* Destination Course ID  
Browse...

JSCC\_202220\_PSY\_200\_20568 PSY 200 - General Psychology (20568)  
Spring 2022

JSCC.20568.202120 General Psychology  
Spring 2021

3. Under Select Course Materials “Select All” or check the items you wish to copy.

**SELECT COPY OPTIONS**

\* Destination Course ID

Select Course Materials  
Select All Unselect All

- Content Areas
  - Home Page
  - Home Page
  - Financial Aid Participation Verification
- Adaptive Release Rules for Content
- Announcements
- Attendance
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Enrollment Options
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

4. Under File Attachments select the middle radial button.
5. Select Submit.
6. You will receive an Email Notification once the course has been copied.

#### FILE ATTACHMENTS

Course Files

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

Cancel

Submit