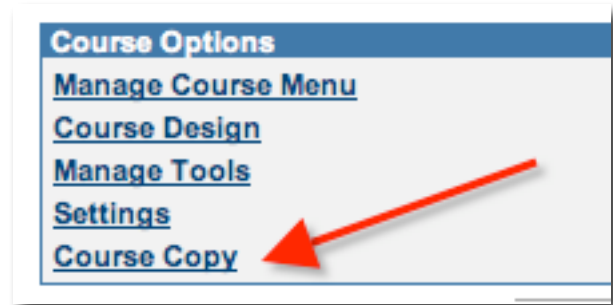


Bb Course Copy Process

Find the *Bb Course ID* of your new course on Bb, i.e., 2008-W-DEPT1001-001
[*Bb Course ID* = year-term-dept####-section(s)]
Copy that number. (See *Alternate* below)

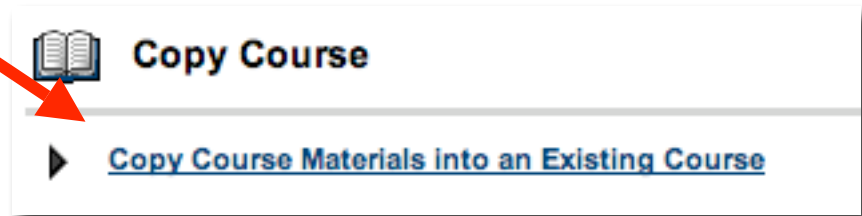
Go to the **Control Panel** of your current Bb course with material to copy to new course.
Click **Course Copy** (under **Course Options**).



Click -**Copy Course Materials** into an Existing Course

On That Page

1. Course Selection

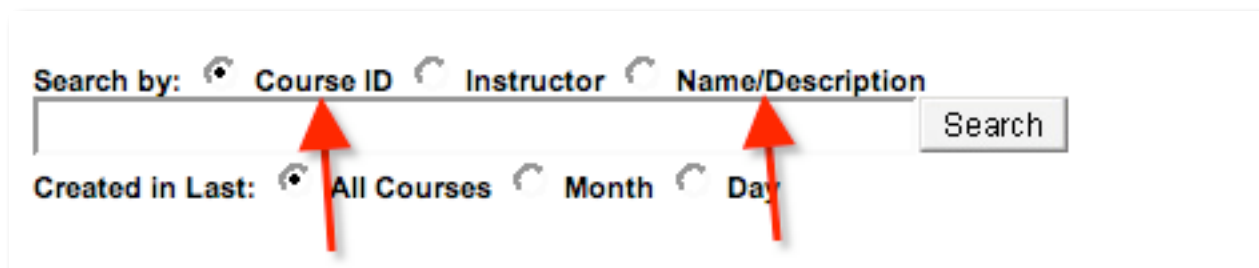


Paste (or enter) the *Bb Course ID* of the new course in the * **Destination Course ID** box



---- *Alternate* - search for the new *Bb Course ID*

The **Browse** button (above) opens a search window to help you find your new course.
Search by **CourseID** or **Name/Description** (Instructor - lists all your courses on Bb).
Enter any part of the **CourseID** or the **Name**, click **Search**.



When you see your new course on the list, click the **Select** button.

NOTE:

***** This search displays courses only in which you are listed as instructor. No one else sees your courses using this search feature. *****

You see only your own courses.

2. Select Course Materials

Click the check box of each item you want to copy to your new course.
Some boxes, like **Content**, will include all sub-boxes indented below them when checked.
Click any or all of the boxes in **part 2**, as needed.

2 Select Course Materials

- Content**
 - Course Information**
 - Course Documents**
 - Assignments**
 - External Links**
- Adaptive Release rules for content**
User criteria will not be captured if Enrollments are not included.
- Announcements**
- Calendar**
- Collaboration Sessions**
- Discussion Board**
- Early Warning System Rules**
- Glossary**
- Gradebook Items and Settings**
- Group Settings**
- Settings**
- Staff Information**
- Tasks**
- Tests, Surveys, and Pools**

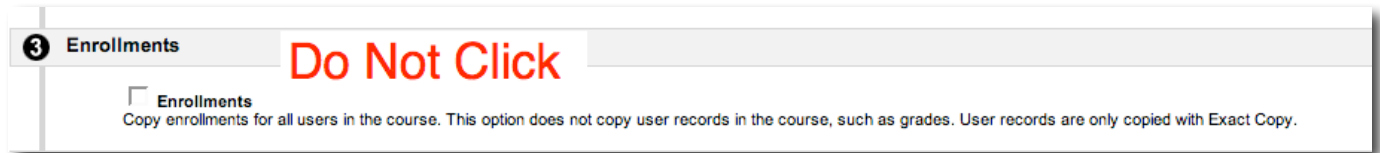
3 Enrollments

WARNING - DANGER- do **NOT** click this button

doing so will move all the PREVIOUS students into the NEW class roster

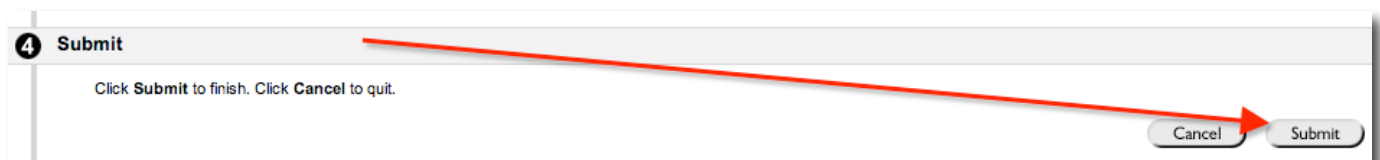
Be Advised - Caution - Be Careful

BTW, if you click it, you need to remove all old student names from the new course roster.



4 Submit

Click the Submit button the finish the process.



The copy process may take several minutes. If you don't see everything in the new course right away, exit, wait. Return to your new course later.

As necessary, use the Control Panel in the new course to change your Navigation Menu items: Add/Modify/Delete/Move/Order, etc.

Old Discussion Board items may need to be deleted in the new course.

Add a link to the CSUStan Library if you don't have one already.

<http://library.csustan.edu/>

Contact me when you have questions.

pax,
bobk,
BBSupport@csustan.edu
667-3898