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.
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 to 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.

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