

BLACKBOARD

5 THINGS TO KNOW BEFORE COPYING YOUR COURSE

Keep these tips in mind if you are copying a course in Blackboard.

1. **When you copy an entire course, it takes a few moments to transfer over.** Please wait ten minutes after saving to check for your new course.
2. **Tests are automatically connected to the grade center,** so when copying course you need to copy tests, surveys, and tools, AND the grade center column
3. **When you copy a course, duplicate folders get created** so you will need to log in and re-organize folders and content
4. **Course copy button can be found in the Control Panel under Packages and Utilities.** Before copying a course, check out the detailed instructions here <http://www.pace.edu/information-technologyservices/services/blackboard>
5. Be sure to select **“include only the forums, no starter points”** when copying over a Discussion Board. Otherwise, they will copy over all discussion board posts from the previous semester

My Notes: