

2022/22 Course Copy Guide

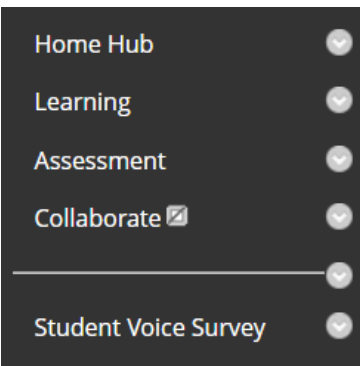
Contents

Introduction.....	2
Full or Partial Course Copy	2
Course Copy Process for 2022.....	3
Stage 1: Delete selected menus from the Course Template.....	3
Stage 2: Initiate the Course Copy	4
Stage 3: Set the Course Copy Options.....	6
Stage 4: Confirm the Course Copy.....	8
Important: Turnitin Submission Dropboxes	8
Important: Panopto Videos	9

Introduction

For the 2022 Academic Year, 2022 course shells will be generated in either Original Course View or Ultra Course View. This guide covers the use of Course Copy in Original Course View only – Course Copy **should not** be used from an Original Course in to an Ultra Course.

A 2022 Course in Original Course View will have a course template applied with links already created in the left-hand menu. These links are: Home Hub, Learning, Assessment, Collaborate (Hidden by default) and the Student Voice Survey:



Full or Partial Course Copy

For the creation of 2022 course content for an Original Course, departments will need to make the decision whether they will:

1. Use the full Course Copy function to populate their 2022 courses' content.
2. Build their 2022 course anew using the course template.

The use of full Course Copy will import an exact copy of the course into a new area and must be carried out very carefully, as it cannot be reversed.

Alternatively, staff can copy individual items from one course to another, as shown in this video: [Copying a Blackboard Item from One Course to Another](#).

We also remind colleagues that any content that is copied over using Course Copy should meet accessibility requirements.

Course Copy Process for 2022

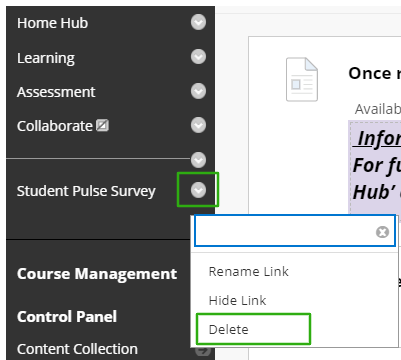
Course Copy should only be used from one Original Course to another Original Course. It should not be used to copy content in to an Ultra Course.

The following process should be followed:

Stage 1: Delete selected menus from the Course Template

If you decide to use full Course Copy we advise deletion of these menu links in the **new** course area before performing the copy. Delete in reverse order to avoid a navigation issue: *Student Pulse Survey, the divider line, Collaborate, Assessment, Learning, Home Hub*.

This will prevent duplicated links and help reduce post-copy editing.

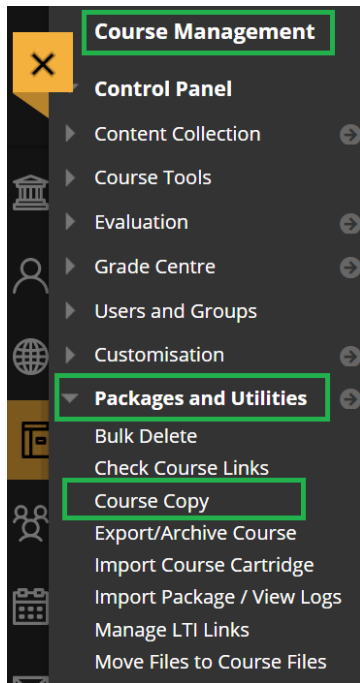


Stage 2: Initiate the Course Copy

When using Course Copy, a User needs to be enrolled on both the course that is being copied from and the course that is being copied to as a Programme or Module Leader.

After you are enrolled on the 2022 course, navigate to the course that you wish to copy your course content from.

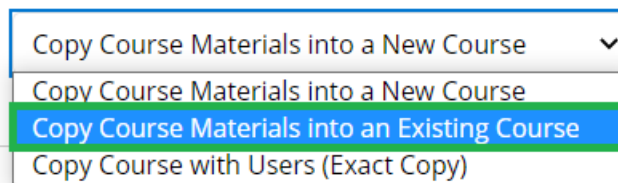
In the course menu on the left-hand side of the screen, click on '**Packages and Utilities**' followed by '**Course Copy**' in the Course Management Panel.



In the following window, chose the option to **‘Copy Course Materials into an Existing Course’**.

SELECT COPY TYPE

Select Copy Type



You will then need to select the **‘Destination Course ID’** for the *Course Copy* to be sent to. First, click the **‘Browse...’** button. You can then search for the destination course, or select it from the list of the course areas you are enrolled in.



SELECT COPY OPTIONS

* Destination Course ID

Search for the code that you would like to copy **to** and click the round button next to the correct course code. Then the click **'Submit'** button at the bottom of the page.

The course ID that the content will be copied to will appear in the 'Destination Course ID' box once confirmed. Note that this should be the 2022 course that you would like to copy the content to.

Please note: Be extremely careful when selecting the destination course as a copy cannot be undone.

Stage 3: Set the Course Copy Options

After setting the destination course, you will be prompted to select which content items you would like to copy.

To ensure consistency with the Course Template, select **'Home Hub'**, **'Learning'** and **'Assessment'** beneath 'Content Areas':

Select Course Materials

Select All Unselect All

- Content Areas
 - Home Hub
 - Learning
 - Assessment

Below these, you also have the option to select other menu items, tools or Blackboard settings that you would like to copy over, as appropriate. For example, you may wish to exclude Announcements or Discussion Boards from the Course Copy in to your 2022 course.

Beneath the list of Blackboard Tools, set the 'File Attachments' option for Course Files to '**Copy links and copies of the content**':

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the

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)

Lastly, **do not** select to include enrolments in the copy for the final section on the page, 'Enrolments'. Leave this checkbox unchecked.

ENROLMENTS	
<i>Copy enrolments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.</i>	
Enrolments	<input type="checkbox"/> Include Enrolments in the Copy

Student enrolments are handled automatically to mirror information held within Quercus.

Stage 4: Confirm the Course Copy

Confirm the Course Copy by clicking on '**Submit**' and your content will begin to copy. When the copy process is completed, a confirmation email will be sent to you.

Please note: The system may still be processing even after you receive the confirmation of success email, please allow time for the process to fully complete.

Important: Turnitin Submission Dropboxes

Please note: If your module uses Turnitin Submission Dropboxes, **do not** retain these in your 2022 module to be reused. Delete the copied Submission Dropboxes and replace them with newly created Submission Dropboxes instead.

In the Course Template, these are usually found within the 'Submission Dropbox' and 'Re-Assessment' content folders in '**Assessments**'. We would advise checking for any other places that dropboxes might have been placed.

Important: Panopto Videos

Please note: If you are copying from a Blackboard area that contained Panopto Videos within the '**Recorded Content**' folder, they will not be copied over to your 2022 module. Students will see permission errors when trying to access these unless you copy them across in a separate process.

A new blank Panopto area will be created for the 2022 course, so any Panopto videos that you need in the new area will need to be **copied** and **moved** from the previous Panopto folder into the new folder. Please see our guide on how to do this below:

[Panopto – Copying and Moving Videos Between Modules](#)

Should you have any queries please contact ltfsupport@edgehill.ac.uk.