Instructors put a lot of effort and time into building their Blackboard courses. Fortunately, course content can be copied forward term-to-term using the Copy Utility. **Copying does not mean ‘starting over’ from scratch; the process requires a few clicks and a submit.** Both the old and new courses must be present on Blackboard to make a copy. Here are the steps:

1.) Login to the course that has the content you want copied (the “Source Course”).

2.) In the Control Panel, go to Packages and Utilities > Course Copy.

3.) Click on **Copy Course Materials into an Existing Course**.

4.) Click on **Browse** in the Destination Course ID area to find your destination course.

5.) From the list of all your courses, find the destination course and click Select (on right side of screen).

6.) Select the areas you wish to copy. **DO NOT copy ENROLLMENTS!** (see image at left)

7.) Click **Submit**.

**BE PATIENT** – Course Copying can take a long time. Do not copy again or you risk duplicate course materials! You will receive an email when it is done. **Wait until receiving this email to...**
**make further modifications to your destination course.** If the email contains any error messages, or if the copied materials are out of order, course content may not have copied properly. Please contact FCLD immediately for assistance.

Remember that you need to select Settings to carry over any customizations made in the old course, for example, a customized menu buttons or a course banner (image).

**Finalizing your Course Menu**

When your course copy has completed, you may notice some extra buttons in the menu of your copied course. This will happen if you have renamed any of your course buttons. The following section provides step-by-step instructions for removing these extra buttons from the course menu.

This is the original course menu, showing customized course menu buttons – some buttons were renamed and others added to standard menu by the instructor.

This is the copied course menu, which combined both the standard course menu buttons (e.g., Instructor Information, Course Information and Course Documents), as well as the customized menu buttons added and/or modified by the instructor (e.g., Your Instructors and Homework Assignments).

Buttons that have a grey box next to them signify that the content area is empty.

To modify or remove any of the extra buttons, click on the chevron next to the name of the button. You will get the following options:

- **Rename Link:** Allows you to change the name of the button.
- **Hide Link:** Makes the link unavailable to students. (You can still see it in your course.)
- **Delete:** Removes the link from the course. Be careful, as this also removes all content in that particular link.
Finishing Up Your Course by Synchronizing SafeAssign

If you copy course content and assignments from one course to another, you will need to synchronize SafeAssign before having your students submit assignments. When you synchronize SafeAssign, Blackboard updates the links to the SafeAssign database to ensure that submissions are read and graded correctly. Here are the steps for synchronizing SafeAssign:

1. Enter your new (copied) course.
2. In the Control Panel, go to Course Tools > SafeAssign > SafeAssignments.
3. Click on the Synchronize this course button. You will receive a green confirmation bar when the synchronization is complete.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.
Phone: (860) 768-4661  Email: fcld@hartford.edu  Website: http://uhaweb.hartford.edu/fcld/

Information Technology Services (ITS)
ITS Help Desk – Computing Center
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, banner, facebook, and grades).
Phone: (860) 768-5999  Email: its@hartford.edu  Website: http://uhaweb.hartford.edu/its/

Media Technology Services (MTS) – Harry Jack Gray Center E113
MTS maintains and installs classroom equipment, such as projectors, Sympodiums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.
Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)
Website: www.hartford.edu/mts