

Copying Course Content from Another Section

Blackboard Vista 4 allows faculty members themselves to copy course material from one semester to another.

Faculty can copy their course material from a previous semester to a current semester if they wish to reuse course material. This can be a terrific time saver for faculty who have already created and taught a course within Blackboard. Of course, necessary changes to your course materials should be made to reflect the new term, additional information, and new ideas to ensure the course is up to date.

Also note that course content can only be copied **100%**. It is not possible to only copy assignments.

Please note:

With the implementation of our new administrative system, Banner, the semester identification number has changed.

- Courses numbers ending in **072** refer to **Summer of '07**
- Courses numbers ending in **081** refer to **Fall of '07**
- Courses numbers ending in **200820** refer to **Spring of '08**

Assign Course Content

LTS001 - LTS00103 Test Course

You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Assign a template to this course
Select from templates that have been associated with this course by an administrator.
- Import content from file
Select this option to start importing course content from exported course file.

When you log in to a new course for the first time, you will see the screen to the left.

To copy your course material from another semester:

- Click **Copy content from another section**
- Click **Continue**

Copy content from another course

Select from courses in which you are enrolled as a designer.

Course Title - Section Title
<input type="radio"/> PHIL450-PHIL45002_072ETHICS
<input type="radio"/> PHIL450-PHIL45003_200820 ETHICS
<input type="radio"/> PHIL450-PHIL45091_072ETHICS
<input checked="" type="radio"/> PHIL475-PHIL47591_071 CRITICAL AND CREATIVE THINKING
<input type="radio"/> PHIL475-PHIL47591_200820 CRITICAL & CREATIVE THINKING

Page: 1 (1-999)

You will see a list of your courses from the past year.

- Click the button next to the **previously taught section** that you want to copy to your new section.
- Click **Continue**



Your course content will automatically be copied over

Quick Start




The option to set up a blank course was selected. A blank course does not contain any content. To create content, you add tools to the course. Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes.

Select All Tools

Organizational Tools

-  **Calendar**
Enter important events and deadlines, and allow Students to enter their own events.
-  **Search**
Search for content in the course.
-

Communication Tools

-  **Announcements**
Post important information in a central location.
-  **Chat**
Chat with other users in the course in real time, or use the Whiteboard to display images.
-  **Discussions**
Post and respond to messages on specific topics.

The **QuickStart** screen appears the first time you access a template or a section to begin building a design. It lists the tools available in Blackboard Vista 4.

To select all the tools you want to explore:

- check the box next to each of the tools you want to include
- click **Save**.

You can always add or subtract tools later. The section Home page will open.