Course Copy Information for Instructors

If you do not see your course to copy from/to in Bb, contact Teaching & Learning Center

There are some minor issues with the Banner/Blackboard integration where instructors are in Banner, but do not get added to Blackboard. We are working on these issues, but it may take a couple of semesters to fix the issue. If you do not see a course that you are teaching in Blackboard, please contact the Teaching & Learning Center. We will resolve this issue as quickly as possible.

If the course you are copying from is older than Spring 2015, you will not see that course to copy from in Blackboard. Contact the Teaching & Learning Center to have the archived content loaded into your course.

Courses with more than one instructor

We have several courses that have two or more instructors. In this case, only one instructor should copy the course. We suggest the main instructor for the course, complete the course copy or choose one of the other instructors to copy. Please make sure the course you are copying into is blank and all of the instructors in the course knows who will be in charge of copying the material.

Several courses have two or more instructors. Blackboard will only show the instructor that was added to Banner. If other instructors need access to the course, please have the main instructor request, through the Teaching & Learning Center, the other instructors that need to be added.

Master Courses

If you would like to combine courses in Blackboard, you will need to request a Master course before you copy your course material. Please request the Master course through the Teaching & Learning Center. Once you have received confirmation it has been created and is available, you can copy content into the Master course.

Schedule changes for SP16

There are always last minute schedule changes at the beginning of a semester. If you get assigned a course that another instructor previously copied content, please contact the Teaching & Learning Center. We will remove the other instructors' content so you can copy your own. Please do not copy your content if content is already in the course. Please always check and make sure you are copying into a blank course.

What if I do not want my course open to students?

Some courses (such as clinical/lab courses) usually are not open to students. If you have a course that you do not want to be open to students at the beginning of the designated semester, please let us know before the semester starts.
I forgot to copy something, what now?

This is a complicated question to answer, because it depends on what you forgot to copy. If you forgot to copy a Tools tab or announcements, that is an easy fix, just perform the course copy and only check the items you missed. HOWEVER, if you have content tabs with anything that is graded or discussions that are graded, this is a bit more complicated. If you copy the tabs without copying the Grade Center Columns and Settings, then they will not copy correctly. If you re-copy the Grade Center Columns then you will have two of everything. The best solution until we all become familiar with what to do is........Contact the Teaching & Learning Center. We will advise you on the best option. If the course has not started, we can bulk delete the course so you can re-copy and include everything you need.

Have too many course in your Blackboard Course List?

You can hide courses from your view by following this guide: http://www.gadsdenstate.edu/academics/elearning/pdf/Hiding%20Courses%20from%20the%20Course%20List.pdf. You can find this and many more guides on our Blackboard Instructor Guides webpage here: http://www.gadsdenstate.edu/academics/elearning/sp10_bb_training_material.php.

Quick Tip!

If you have multiple sections of the same course, it is best to copy only one of your previous sections and make necessary changes; then copy the course you have recently made changes into your other sections to save time.

Know your Banner term codes before copying courses

All of the Blackboard Course IDs end with the Banner term code for that semester. In case you are not familiar with the Banner term codes, please see the examples below:

- 201520 = Spring 2015
- 201530 = Summer 2015
- 201610 = Fall 2015
- 201620 = Spring 2016
- 201630 = Summer 2016
- 201710 = Fall 2016

Remember, if you have any questions, concerns or doubts about anything, please do not hesitate contacting the Teaching & Learning Center. We are here to help!

Teaching & Learning Center
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