

Blackboard Course Modification Options Instructions

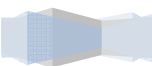
Option 1: Collapse Multiple Sections

- **Make one section available**
 1. Access the course shell for which you would like to make available to students. With multiple sections, it would probably be best to make the course with the highest enrollment available.
 2. Click on the **Control Panel**.
 3. Click on the **Settings** link under Course Options.
 4. Click on the **Course Availability** link.
 5. Click the radio button **Yes** to make your course available.
 6. Scroll down and click the **Submit** button.
- **Copy enrollments from additional sections into one section.**
 1. Access the course shell for which you would like to copy the enrollments from.
 2. Click on the **Control Panel**.
 3. Click on the **Course Copy** link under Course Options.
 4. Click on the **Copy Course Materials into an Existing Course** link.
 5. Enter a Course ID for the Destination Course or click Browse to open a Search function in a separate window. The Destination course is the course you want to move the enrollments into. The Course ID has to be typed in exactly correct or it will not work. Therefore, I recommend that you click Browse, click Search, and you will be able to see all courses that are currently showing in your “Courses you are Teaching” list”. You can then click the Select button and the Course ID will be populated into the Destination Course ID text line.
 6. Scroll down and select the check box for **Enrollments** only.
 7. Click the **Submit** button.

*Repeat for each course section for which you would like to copy the enrollments

Option 2: Copy Prior Content into Current Course Shell

- **Make sections available**
 1. Access the course shell for which you would like to make available to students.
 2. Click on the **Control Panel**.
 3. Click on the **Settings** link under Course Options.



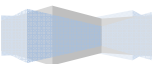
4. Click on the **Course Availability** link.
5. Click the radio button **Yes** to make your course available.
6. Scroll down and click the **Submit** button.

*Repeat for each course section you would like to make available.

- **Copy course content from prior course into current course.**
 1. Access the prior course shell for which you would like to copy the course content from.
 2. Click on the **Control Panel**.
 3. Click on the **Copy Course** link under Course Options.
 4. Click on the **Copy Course Materials into an Existing Course** link.
 5. Enter a Course ID for the Destination Course or click Browse to open a Search function in a separate window. The Destination course is the course you want to move the content into. The Course ID has to be typed in exactly correct or it will not work. Therefore, I recommend that you click Browse, click Search, and you will be able to see all courses that are currently showing in your “Courses you are Teaching” list”. You can then click the Select button and the Course ID will be populated into the Destination Course ID text line.
 6. Scroll down and select the check boxes for each course area and tool in the prior course shell that should be copied into the current course. Do not select the “**Settings**” or “**Enrollments**” checkboxes. If these boxes are checked the course settings will be overwritten and enrollments will be pulled from the previous semester.
 7. Click the **Submit** button.

Option 3: Collapse Multiple Sections and Rollover Prior Content

- **Make one section available**
 1. Access the course shell for which you would like to make available to students. With multiple sections, it would probably be best to make the course with the highest enrollment available.
 1. Click on the **Control Panel**.
 2. Click on the **Settings** link under Course Options.
 3. Click on the **Course Availability** link.
 4. Click the radio button **Yes** to make your course available.
 5. Scroll down and click the **Submit** button.
- **Copy course content from prior course into current course.**
 1. Access the prior course shell for which you would like to copy the course content from.



2. Click on the **Control Panel**.
 3. Click on the **Copy Course** link under Course Options.
 4. Click on the **Copy Course Materials into an Existing Course** link.
 5. Enter a Course ID for the Destination Course or click Browse to open a Search function in a separate window. The Destination course is the course you want to move the content into. The Course ID has to be typed in exactly correct or it will not work. Therefore, I recommend that you click Browse, click Search, and you will be able to see all courses that are currently showing in your “Courses you are Teaching” list”. You can then click the Select button and the Course ID will be populated into the Destination Course ID text line.
 6. Scroll down and select the check boxes for each course area and tool in the prior course shell that should be copied into the current course.
 7. Click the **Submit** button.
- **Copy enrollments from additional sections into one section.**
 1. Access the course shell for which you would like to copy the enrollments from.
 2. Click on the **Control Panel**.
 3. Click on the **Course Copy** link under Course Options.
 4. Click on the **Copy Course Materials into an Existing Course** link.
 5. Enter a Course ID for the Destination Course or click Browse to open a Search function in a separate window. The Destination course is the course you want to move the enrollments into. The Course ID has to be typed in exactly correct or it will not work. Therefore, I recommend that you click Browse, click Search, and you will be able to see all courses that are currently showing in your “Courses you are Teaching” list”. You can then click the Select button and the Course ID will be populated into the Destination Course ID text line.
 6. Scroll down and select the check box for **Enrollments** only.
 7. Click the **Submit** button.

*Repeat for each course section for which you would like to copy the enrollments

