U of S Course Tools

Copying a Development/Test Course into a Live Course in the U of S Course Tools – For Instructors

Fall 2015
### U of S Course Tools

**Background**  
All courses at the U of S are available in a common Course Content Management System throughout the campus. The basic template for all courses contains basic tools, materials and options for instructors and students. *Note that the screenshots contained within may vary from your course, especially with the options available.* Customization of your course allows you to add many teaching tools. This document outlines the method for migrating a development or test course (if you requested one) to a live course.

**STEP**  
**Action: Course Copy**

1. **All courses are accessible from PAWS. You may access courses by selecting Course Tools in the PAWS main menu on the left. Once within Blackboard, choose the course you want to copy.**

2. **Access the Control Panel in the Course Management area on the left side of the page. Click on Packages and Utilities. This action will open a dropdown list that includes Course Copy.**

   Please select **Course Copy** from the drop down list.
1. In the section **"1.**

   The "Copy Course Materials into a Existing Course" is the only option available to you.

2. In the section **“Select Copy Options”** enter the "Course ID" of the live course you would like to populate directly into the space provided beside "**Destination Course ID**". If you do not know the Course ID, click the "Browse" button that will open a new dialog in a separate window.

3. The new window gives the option to search for the live course using many different parameters or gives the option to choose it from a provided list of courses with which you are associated. Select the radio button beside the live course in this list that you would like to populate with the development course copy data. Click Submit to close the new window and enter the new course name back into the Copy Course content area.

This will open a page in the **Content Area**: 

4. 

   \[\text{Courses}\]

   \[\text{Search by: Course ID, Instructor, Name/Description, Name/Description} \]

   \[\text{Created in Last: All Courses, Month, Day} \]

   \[\text{Course ID, Course Name, Search} \]

   \[\text{test spl14_evs162, Upgrade demo course for } \]

U of S Course Tools Call 306.966.2222 OR servicedesk@usask.ca
Back in the Copy Content Area, click the "Select All" button found in the "Select Copy Options" section under the heading "Select Course Materials".

Change the "Course Files" option under "File Attachments" to "Copy links and copies of the content (include entire course home folder).

Click Submit to complete the copy process.

NOTES:

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have "manage permission" on these files to make copies of the files.

DO NOT perform a "Course Copy" multiple times into the same course. An email will be sent when the copy has finished. Do not work on your course until this email has arrived. If this confirmation email has not arrived within 30 minutes then contact servicedesk@usask.ca for assistance. Do not copy your course again as that can cause duplication in your course when both copies are eventually processed.
If you do not see the migrated information in your new live course, select the refresh button in the Course Content menu.

Date Management
Date Management gives instructors the ability to have the system automatically change dates in a course from one location. The tool displays everything in the course with start, end, or due dates on one page.

Dates for assignments, course content delivery, and so on may be adjusted on this one page. All the dates may be adjusted relative to a new start date, or explicitly modified for each individual item. Instructors will find this useful after rolling a course forward from one term (with the old dates) to a new term (course copy).

To access Date Management, select Control Panel > Course Tools > Date Management

Select the Date Adjustment Option. Dates will be applied to the course in all areas.

***Questions? Please contact the Service Desk at 306-966-2222 or servicedesk@usask.ca