Instructions to copy your gradebook from this semester to next.

Your first step is to create your course for next term. The instructions for this are called: Create Your Course Shell in Blackboard. You will find the instructions for this in your Faculty Resources Course. Click on the course:

Click on Course Content:
Click on Help Documents:

**Course Content**

**Respondus Lockdown Browser and Monitor Pilot**
In this folder, you will find the information regarding the Respondus Lockdown browser and Monitor.

We are piloting this software for the next 8 weeks.

**Help Documents**
In this folder, you will find a variety of documents to help you use Blackboard Learn.

**Magna Campus**
Lee College has purchased a subscription to the 20 Minute Mentor Commons on-demand video digital library. These videos are meant to help w challenges.

Click on Helpful Documents:

**Help Documents**

**Helpful Documents**
This folder contains help documents.

**Helpful Web Links**
This folder contains several web links.

**Plagiarism Tutorial**
Plagiarism Tutorial created by Jeannie Colson.

Click on Creating your blank shell:

**Helpful Documents**

**Creating Your Blank Shell for Blackboard Learn**
This document will give you step by step directions to create your blank shell for Blackboard Learn courses. It also have directions for course copying and creating the archive.

**Changing Student Availability in a Course**
Please use the attached directions to change a student’s availability in your Blackboard Learn courses.

Go through those steps on that document to create your course.

Once it’s created, follow these steps:
Open the course you want to copy from (your current course):

I will be copying the Summer 2015 certification course to the Fall 2015

Open the course to copy from on the left side menu, go down to Course Management, click on Packages and Utilities (#1), then Course Copy (#2).
This will open up:

Browse and find the course you want to copy to 9mine is the Fall 2015 Online Certification course.

To copy just the grade center, click on

Grade Center columns and Settings and hit submit:
Go back to your course list and open the upcoming course. There will be a message at the top that lets you know that the grade center was copied.

Go to the grade center and you will see your grades.

If courses have not started, you will probably not have students listed. You do not have to add students. Those will be added automatically before classes begin.