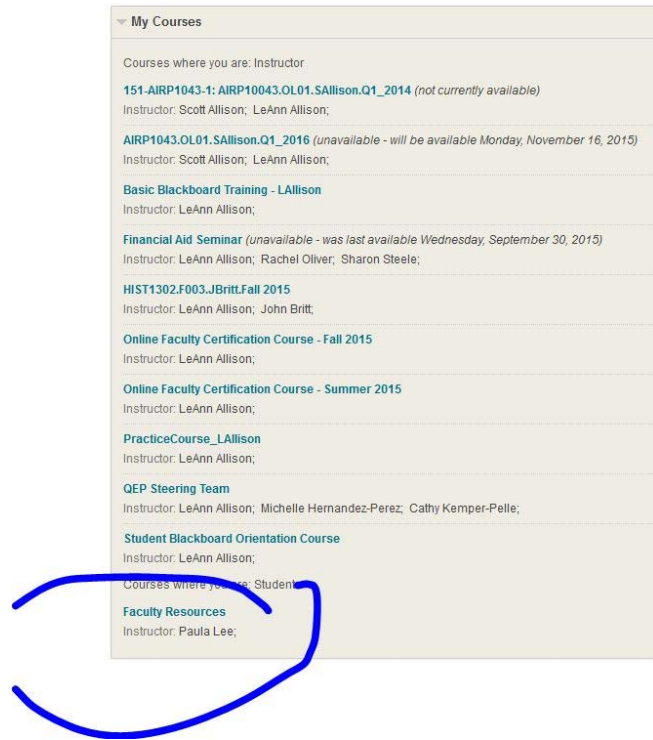
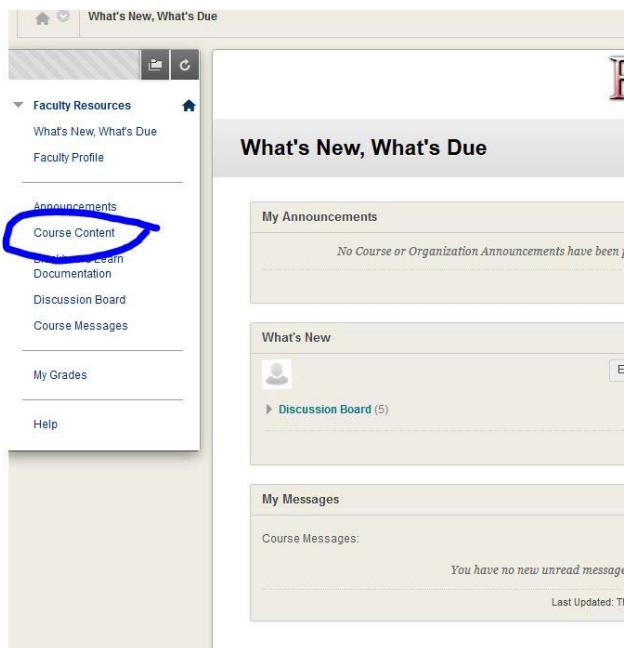


Instructions to copy your gradebook from this semester to next.

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

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.
[Creating your Blank Shell for Blackboard Learn.docx](#) *click here*

 **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

QEP_team_2010: QEP Steering team
Instructor: LeAnn Allison; Michelle Hernandez-Perez; Cathy Kemper-Pelle;

StudentOrient2015: Student Blackboard Orientation Course
Instructor: LeAnn Allison;

▼ Online Certification Course

Courses where you are: Instructor

OnlineCertFall2015: Online Faculty Certification Course - Fall 2015
Instructor: LeAnn Allison;

OnlineCertSum2015: Online Faculty Certification Course - Summer 2015
Instructor: LeAnn Allison;

▼ Practice Courses

to
from

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).

COURSE MANAGEMENT

- ▼ Control Panel
- ▶ Files
- ▶ Course Tools
- ▶ Evaluation
- ▶ Grade Center
- ▶ Users and Groups
- ▶ Customization
- ▼ Packages and Utilities #1
 - Check Course Links
 - Course Copy #2
 - Export/Archive Course
 - Import Course Cartridge
 - Import Package / View Logs
 - Manage LTI Links
- ▶ Help

This will open up:

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create permission on these files to make copies of them. [More Help](#)

SELECT COPY TYPE

Select Copy Type

SELECT COPY OPTIONS

* Destination Course ID

Select Course Materials

Content Areas

- Instructor Dashboard
- What's New, What's Due

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:

SELECT COPY OPTIONS

* Destination Course ID

OnlineCertFall2015

Browse...

Select Course Materials

Select All

Unselect All

Content Areas

Instructor Dashboard

What's New, What's Due

Syllabus

Course Content

Adaptive Release Rules for Content

User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.

Announcements

Blogs

Calendar

Contacts

Content Alignments

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

Glossary

Grade Center Columns and Settings

Group Settings

Journals

Retention Center Rules

Rubrics

Settings

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.