Course Copy

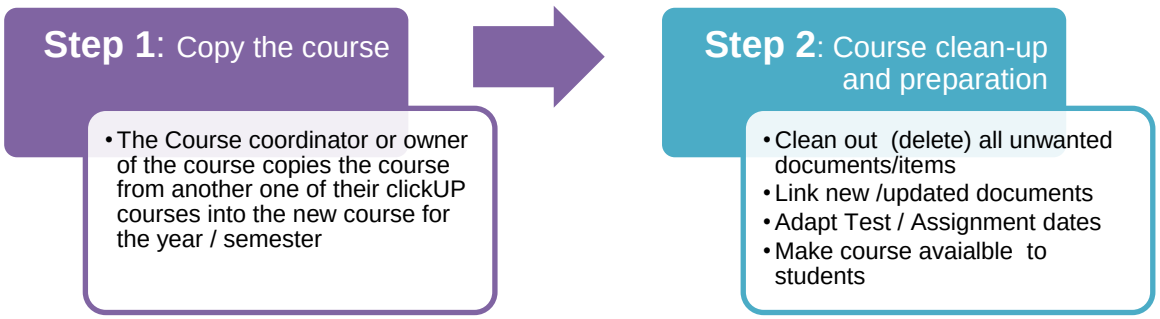
Steps to copy your current clickUP course to a new course

The Copy Course function enables lecturers to copy the content from other courses they are teaching into a new course. The Copy Course function will **add** content to a course, but it will not remove existing content.

NOTES: Copying a course is different from Exporting or Archiving that course.

- **Exporting** does NOT preserve student information—only the documents and settings for that course are exported.
- **Archiving** WILL save the student information in addition to the documents and settings.
- **Course Copy** does not require you to import the course package after you have exported it, making it much quicker and easier to copy material from one course to another.

The information below will help you to copy content from one course to another. This preparation process includes two steps. Each of these steps is covered in more detail in this guide.



Step 1: Copy the course

A. Get access to the new (or empty) course for the new semester/year.

You should have access as instructor to the new course you want to copy the current/old course content into. This new course is typically a clean course without any content / activities in it. To get access to a new course ask your instructional designer or the E-support office (e-support@up.ac.za) to give you access.

E Support:

Tel: 420-4378

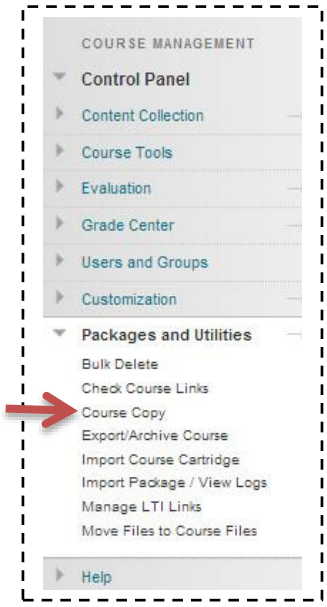
e-support@up.ac.za

Remember to provide the following information:

- Your own EMPLID,
- Module Code of the module you want access for,
- EMPLID of all other staff members who should have access to the module.

B. Go to the old or current clickUP course that you want to copy.

Click on ***Packages and Utilities*** on the control panel. Select the ***Course Copy*** option.



C. Enter the course copy settings (e.g. which content to copy) and then copy the course.

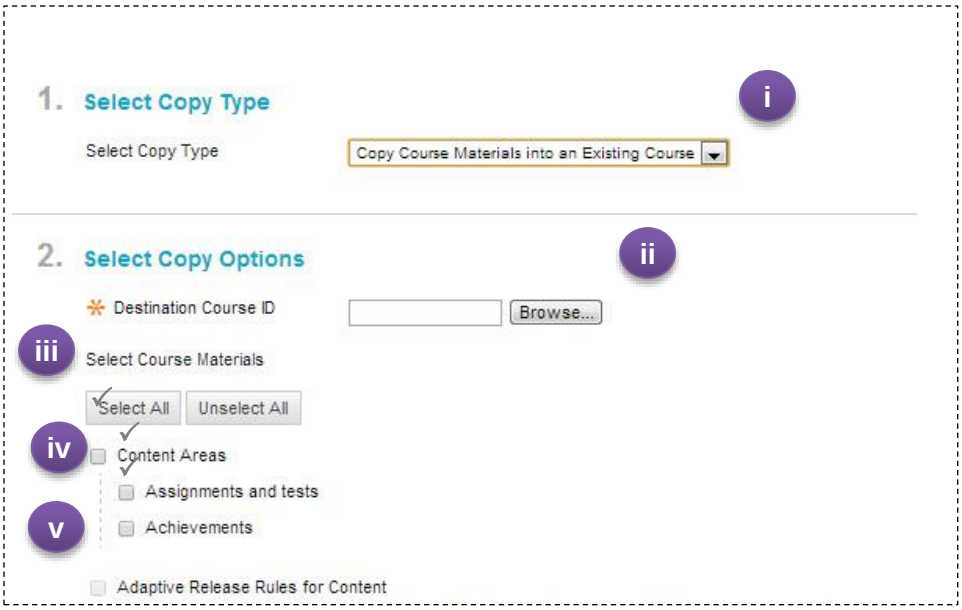
Think carefully about what you want to transfer to the new module. Do not transfer elements you will not use again, e.g. old Announcements.

The following settings are important to COMPLETE:

i. **In Option 1** only one default selected option is available.

ii. **In Option 2** (*Select Copy Options*) you have to ***browse*** for the new course you wish to copy the old course into.

iii. *Use the **Select All*** button to select all the functionalities by default that should be copied.

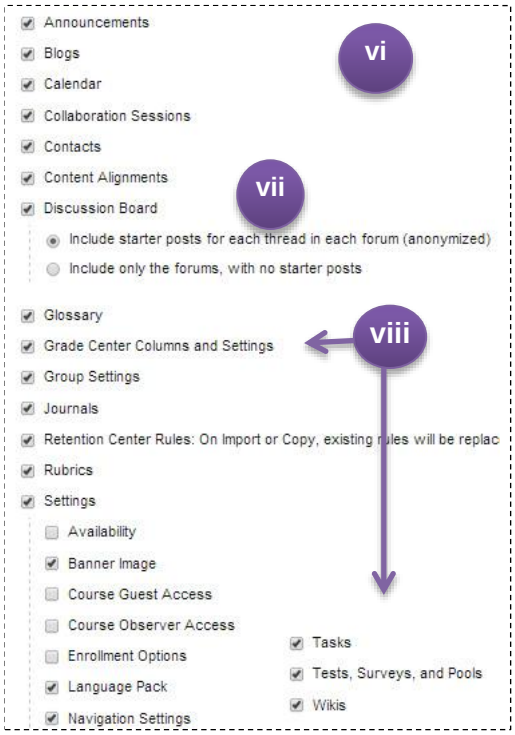


iv. **The Content Areas** listed are the content areas available on the course menu.

v. **Adaptive release** rules will not be copied when it contains user criteria (release to specific students / groups).

vi. Check the boxes next to the tools that you wish to copy. **You don't have to copy everything**. You will also be able to delete anything that gets copied over into the new shell that you end up not wanting. (Think carefully here because if you select the announcements, all those will be copied and you will have to delete them one by one ….!)

vii. **Discussion Board** items that contain posts that you have created to start the discussion can be copied. If students start the discussion – select the second option.



viii. If the "Grade Centre Columns and Settings" tick box is selected, then "Tests, Surveys, and Pools" should also be selected.

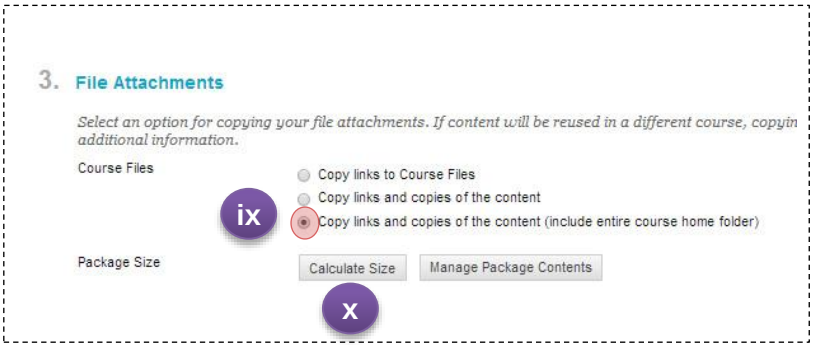
Contact an Instructional designer to assist if you are unsure.

TAKE NOTE of the following before taking a decision:

If this option is NOT selected the Grade Centre will not contain any columns for Tests, Surveys and clickUP Assignments that existed in the course. This means that clickUP assignments will have to be re-created. When you do copy the Grade Centre the clickUP assignments will be kept.

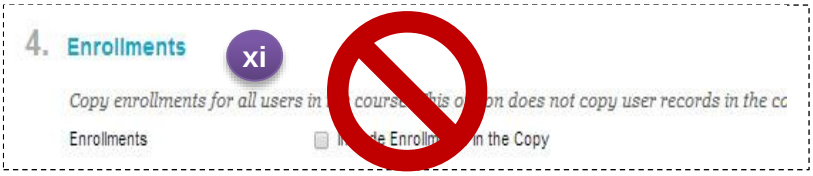
By default, Turnitin(Tii) assignments have to be re-created each year. The columns for the previous year's Tii assignments will still exist in the Grade Centre if you have selected to copy the Grade Centre. This will require you to manually delete old Tii columns preferably before the new Tii assignments are created.

ix. Under "File Attachments" make sure that the default option **"**Copy links and copies of the content (Include all Course Files)" is selected.



x. **Package size:** make sure that you do click on ***calculate size*** and if necessary on ***manage package contents*** to unselect unnecessary files you do not wish to copy over. The size of the course will not successfully copy if it is larger than 1 GB (= 1024 MB).

xi. **Do NOT check the enrolments** box to include enrolments (this will include students from a previous course into the new course).



xii. **Click Submit.** A success message should appear at the top of the page and you should receive an email message that you have copied a course.

WAIT UNTIL you will receive an email message from your Blackboard course indicating if the course Copy has been completed successfully or not.

Once you receive this message, you should login to the new course and verify that the content and settings have been copied correctly.

You can now modify your new course content just as you would any other Blackboard course.

WARNING: Do not be alarmed if the content does not appear in the target course after receiving the confirmation email. Please wait 30 minutes after submitting to check for the content in the target shell. **DO NOT perform another Copy Course** because it will create duplications of all the items, test, assignments etc. and Grade Centre columns.

Step 2: Course clean-up and preparation

A. **Access the new course (that you just copied to) and refresh the menu**.

Click on the *refresh* icon of the MENU on the left side if the copied information does not display yet.

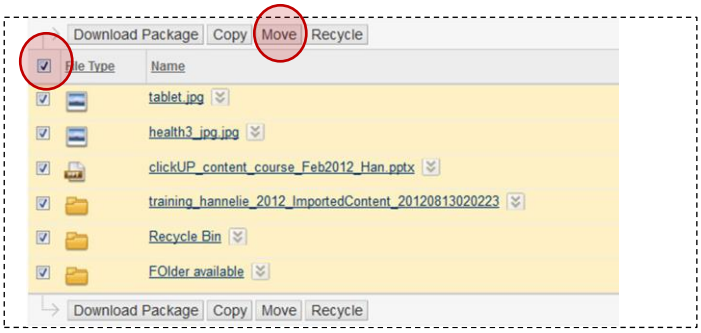
B. Move the files / folders in the Content collection to the directory folder of the course.

When you copied the course, clickUP created a folder in the Content Collection called Imported Content. You need to move the content to the root folder so that you can re-use it. Your existing links will still work.

i. Go to the **Content Collection** (on the Control Panel of your course)

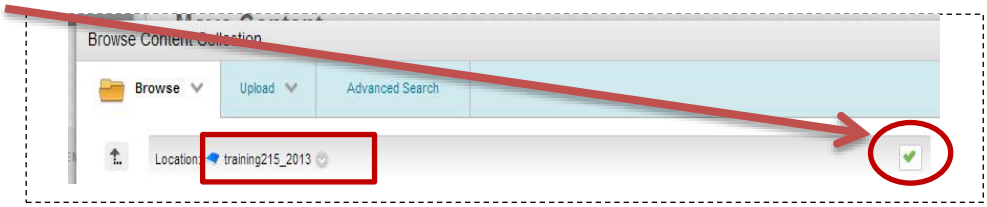
ii. Go into the Important Content folder (click on the link).

iii. Select all the folders and files in the Imported Content folder (to do that you click inside the square block at the top, next to File Type).



iv. Select Move at the top and then the next screen will allow you to browse for the folder to where you would like to move these files and folders.

v. Browse for the new destination or root folder of the course (click on the check mark to select the current directory – with the course name).



vi. Click Submit

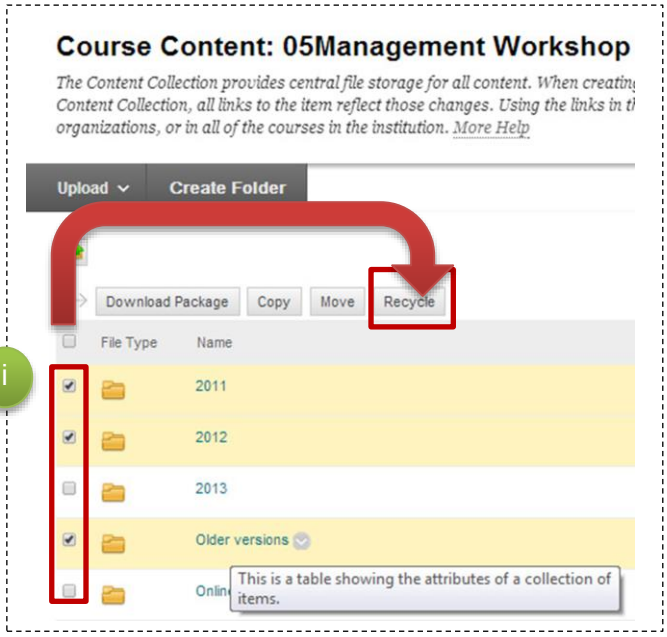
vii. Your files and folders are now directly available in the directory of the course.

viii. Delete the Imported *Content* folder in which the files were located.

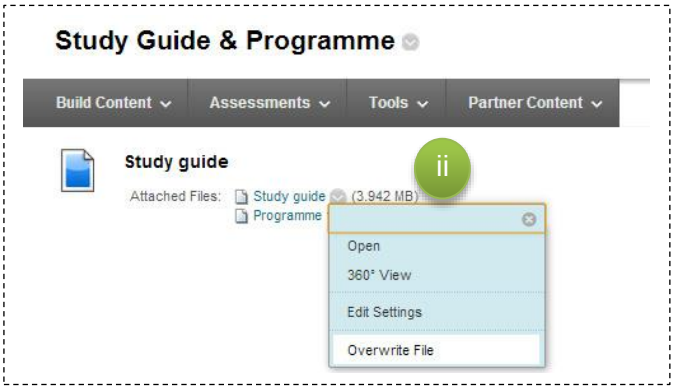
C. Clean-up and changes that might be necessary depending on your course content

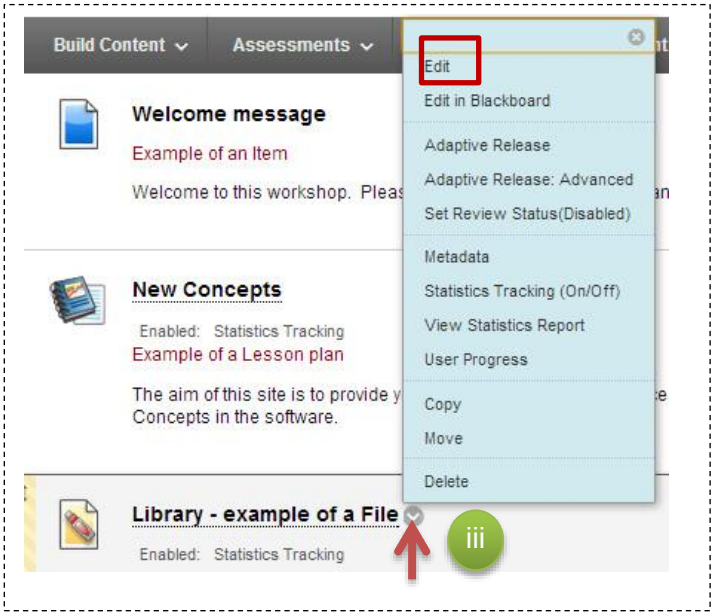
Once the course is copied for the new semester a few changes might be needed.

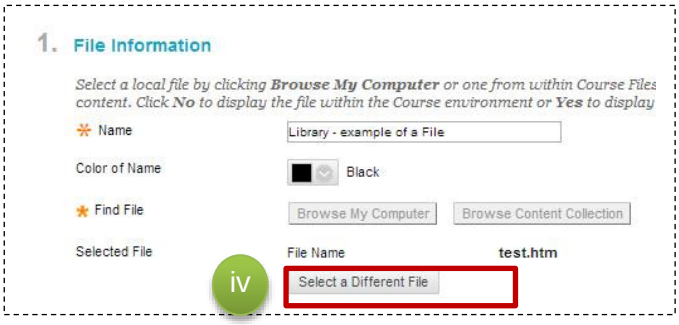
- **Delete unnecessary / old documents from the Content Collection.** This will keep the file size of your course in clickUP small enough so that you will be able to copy the course again. Remember that you still have everything available in the previous module, you can keep only what is really needed for the new semester/year.
  - i. Select the folders or files that you want to delete and then click on Recycle.



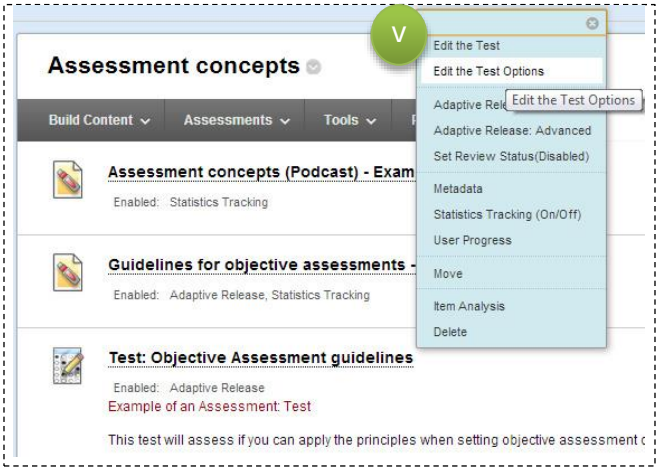
- **Update the study guide, schedules etc.**
  - ii. To update the *study guide* or any other file that is linked in an **ITEM** with the new version use the arrow next to the file name and select Overwrite file.
  - iii. To change a document linked as a **FILE** for student, select **Edit** and then choose
  - iv. **Select a Different File**





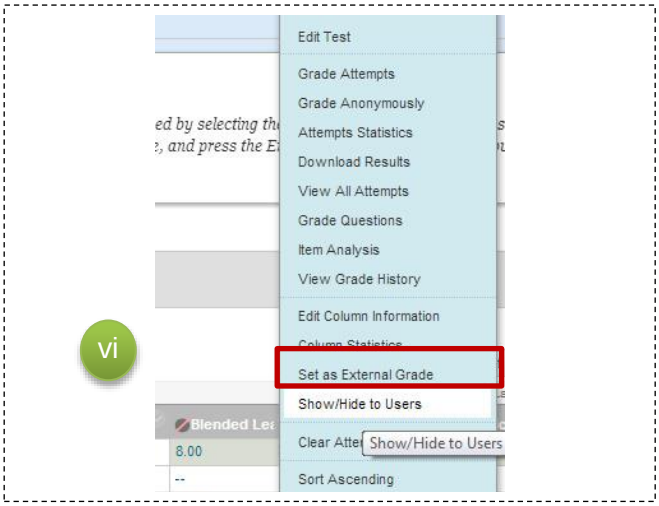


- **Set new due dates for assignments and tests**
  - v. Click on the contextual menu next to the name of the test and select **Edit Test Options** to change the **due date** and availability of the test.

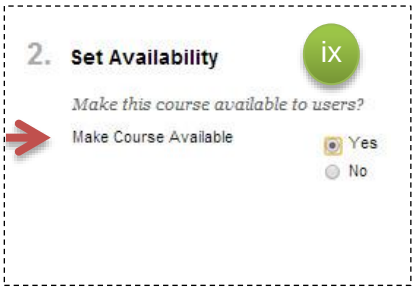


- **Hide the column in the grade centre that belong to assignments or tests** that first need grading by the lecturer before marks are released to students.

vi. Select the **Show/Hide** to Users option on the column heading menu.



D. When the course is ready, make it available to students.

Your course is now ready to be edited / further developed for the new year or semester. Remember to also make the course available to the students.

vii. Go to Customisation on the Control panel
viii. Select Properties
ix. Select “Yes” to Make Course Available.