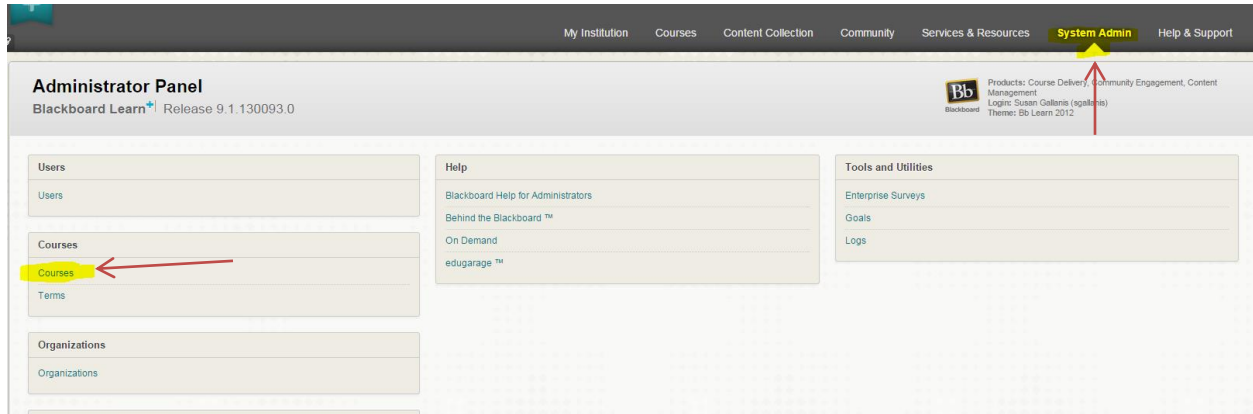


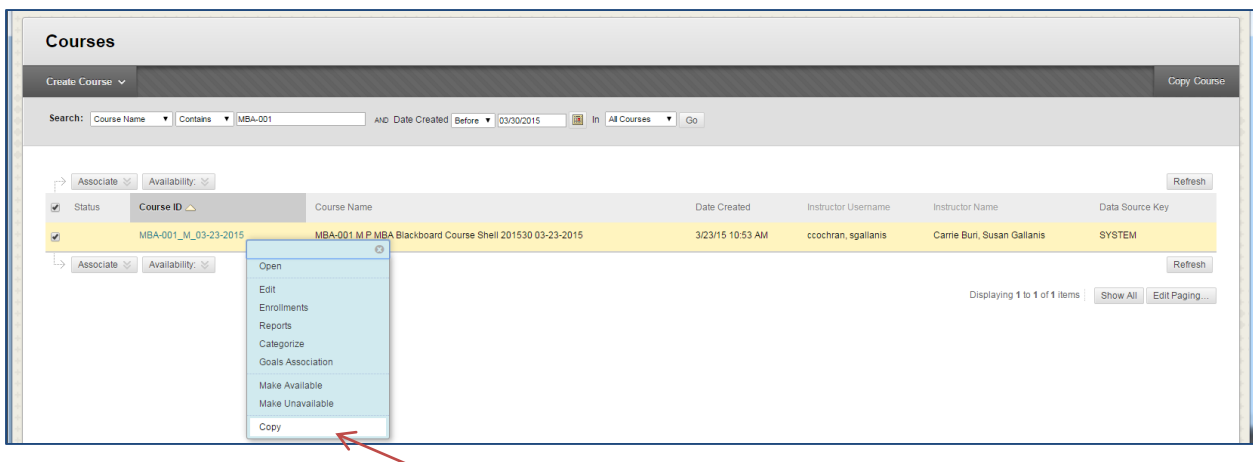
AL Master Course to Live CRN Course Copy

1. Log into Concordia.Blackboard.com. Click on System Admin, then click Courses.

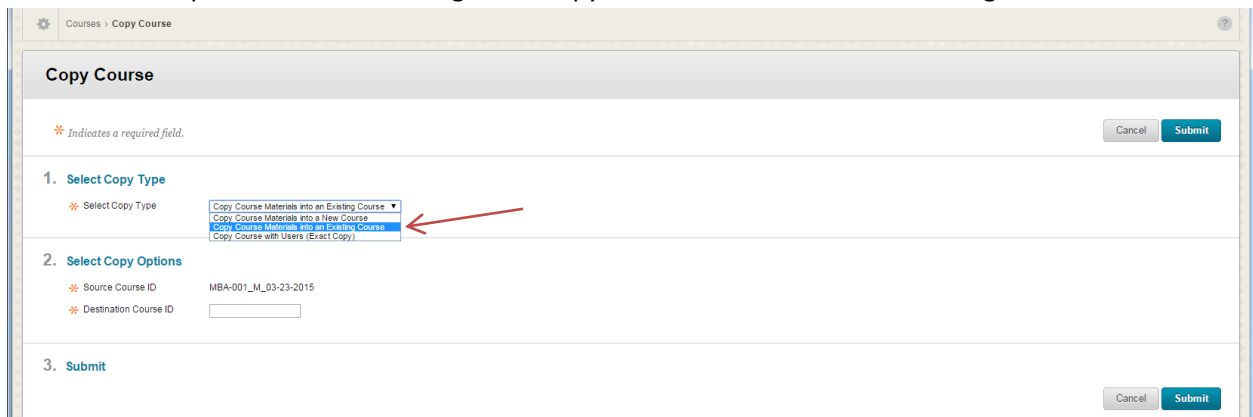


2. Enter the course number you want to copy *from*. Example: AL-107. *Make sure to include the dash*. Hover mouse over the Course ID and click on the arrow that appears. Click on Copy.

IMPORTANT: More than one master course may be listed. **BE SURE** to choose the master course with an M and a P in the Course Name.



3. Under Select Copy Type, it should state Copy Course Materials into an Existing Course. If it does not state this, click on the drop down menu to change it to Copy Course Materials into an Existing Course.



- Click on Browse (recommended so you can view course title to verify you entered the correct CRN).

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of them. [More Help](#)

* Indicates a required field.

SELECT COPY TYPE

* Select Copy Type Copy Course Materials into an Existing Course ▾

SELECT COPY OPTIONS

* Source Course ID AL-107_I_12-18-2014

* Destination Course ID Browse...

- A box will pop up. Enter the CRN and term code of course you want to copy *into*. Click Go.

Courses

Search: Course Name ▾ Contains ▾ 31243 AND


Date Created Before ▾ 01/14/2016 Go

Enter dates as mm/dd/yyyy

Status	Course ID	Course Name	Date Created	Instructor Username	Instructor Name
●	AL-107_I_01-15-2015	AL-107 Student Success Strategies I P 03-26-2015	Jan 15, 2015 11:48:20 AM	mdelgado, f00335440, mstenson, cmakela	Mary Delgado, Brianna Tomrell, Mark Makela
●	AL-107_I_03-12-2014	AL-107 I D Student Success	Jan 15, 2015 7:53:19		

6. A list that includes the course you want to copy *into* will appear. Click on the button to the left of the course you want to copy *into*. Click Submit.

Courses

Search: Course Name ▾ Contains ▾ 32253-201630 AND
 Date Created Before ▾ 01/14/2016  Go
Enter dates as mm/dd/yyyy

Status	Course ID ▲	Course Name	Date Created	Instructor Username	Instructor Name
<input checked="" type="radio"/>	32253-201630	Student Success Strategies AL 107 MPW 32253-201630	Oct 16, 2015 1:39:09 PM	dsasada	Danya Sasada

Displaying 1 to 1 of 1 items | Show All | Edit Paging... | Cancel | **Submit**

7. Click Submit again.

Copy Course

** Indicates a required field.*

1. **Select Copy Type**
** Select Copy Type* Copy Course Materials into an Existing Course ▾

2. **Select Copy Options**
** Source Course ID* MBA-001_M_03-23-2015
** Destination Course ID* 32253-201530

3. **Submit**

Cancel | **Submit**

8. Click Select All.

** Indicates a required field.*

1. **Select Copy Type**
** Select Copy Type* Copy Course Materials into an Existing Course

2. **Select Copy Options**
** Source Course ID* MBA-001_M_03-23-2015
** Destination Course ID* 32253-201530
 Select Course Materials

 Content Areas

 Home Page
 Information
 Content

9. Click Submit.

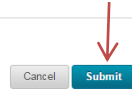
5. Institutional Hierarchy Nodes

* Add Node

Nodes Added:

Name	Primary Node	
S-BL-MBA		<input type="button" value="Remove Node"/>

6. Submit



10. You will see the following message (in green). Click on the Course ID to go into the live course.

Success: Course copy action queued. An email will be sent when the process is complete.

Courses

Create Course ▾

Search: Course Name ▾ Contains ▾ 32253 AND Date Created Before ▾ 03/30/2015

→ Associate ▾ Availability: ▾

Status	Course ID ▲	Course Name
<input type="checkbox"/>	32253-201530	Strategic Management MBA 590 0 32253-201530

Adjustments after Course Copy

11. Add module Blackboard Learn Resources for Students

- a. Click on Home Page, then Add Course Module

A screenshot of a Blackboard course page. The left sidebar shows a navigation menu with 'Home Page' highlighted in yellow. The main content area shows a 'Home Page' header with a dropdown arrow, and below it, a yellow button labeled 'Add Course Module' is highlighted. A red arrow points to this button. Below the button is a 'My Announcements' section with the text 'No Course or Organ...'. The top of the page shows 'Integ Pub Rel and Social Media MBA 643 MQ 32284-201530'.

- b. Find the Blackboard Learn Resources for Students module and click Add.

Add Module

▼ Search
 Go

▼ Browse by Category

- All
- My Blackboard
- Campus Information
- Student Services
- Toolbox
- Help and Support
- Other

Browsing: All

Academic Materials
Purchase your academic materials here. (More)...
Add

Alerts
Don't fall behind. Display notifications of past due and early warnings the
Remove

Blackboard Learn Resources for Students
Face to Face resources.
(More)...
Add

Calculator

- c. Click on Home Page and you'll see the module is added.

Home Page

Integ Pub Rel and Social Media MBA 643 MQ 32284-201530

- Home Page
- Information
- Content
- Discussions
- Groups
- Tools
- Help

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Quick Unenroll

Add Course Module

▼ My Announcements
No Course or Organization Announcements ha

▼ My Tasks
My Tasks:
No tasks due.

▼ What's New
No Notification:

▼ Needs Attention
No Notification:

Blackboard Learn Resources for Students

Documents
[Blackboard Basics for Students](#)

12. Adjust Grade Center columns

- After the copy is complete, some redundant Grade Center columns need to be deleted. Click on Grade Center, then Full Grade Center. An extra Weighted Total and a Total column will be there. The next steps explain how to delete these redundant columns.

Tools
Help
Tutoring Resources

COURSE MANAGEMENT
Control Panel
Content Collection
Course Tools
Evaluation
Grade Center
Needs Grading
Full Grade Center
Assignments

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Weighted Total	Weighted Letter	OVERALL Overall
Martinez	Francisco	f00334392			Available	--	--	--	--	--
Speelman	Jack	f00449221			Available	--	--	--	--	--

- Hover mouse over the extra Weighted Total column title. NOTE: When you hover over the column title the weighting should be ZERO. Click on the down arrow. Then click Delete Column.

Sort Columns By: Layout Position Order: Ascending

Weighted Total	Weighted Le	Weighted Total	Weighted Letter	Final Exam (1/3)
--	--	--	--	--
--	--	--	--	--
--	--	--	--	--
--	--	--	--	--
--	--	--	--	--

- Set the remaining Weighted Total column as the external grade. Hover mouse over the down arrow of that column and click Set as External Grade.

Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	Weighted Letter	OVERALL Overall
Martinez	Francisco	f00334392			Available	--	--	--	--
Speelman	Jack	f00449221			Available	--	--	--	--

- The Weighted Total column now has the green ID check mark, indicating it is set as the external grade.

Total	Weighted Total	Weighted Letter	OVERALL Overall
--	--	--	--
--	--	--	--

14. Delete the Total column. Hover mouse over the Total column title. Click on the down arrow that appears to the right of the column title. Click "Delete Column".

