Copy Content in Blackboard Ultra Transcript

In this video, we will review the copy content feature in Blackboard Ultra Course View. There are three common approaches to using the copy content feature. The first is copy an entire course. This approach is useful when you are preparing a new Blackboard course and have previously developed the course in another Blackboard course shell. And want to create an exact copy to use and modify. Copying individual elements from another course is useful when you are building a Blackboard course and want to bring specific elements from one or more other courses that you have previously developed or have access to. Copying individual elements from the same course is useful when you are working on a course and have elements that you would like to duplicate in the course. Perhaps as a way to save time when building or replicate course module or folder structure. Let's take a look at each of these approaches using Blackboard.

We'll start with an example of copying an entire course. In this scenario, let's suppose I've been assigned to teach a course in the coming summer semester that I developed in Blackboard and taught last year. Here I have my new empty Blackboard course in Ultra Course View. What I want is to bring in an exact copy of the course I taught last year into this new, empty course. After copying, I can then go about making modifications needed to adjust for the new summer offering. I'll start by choosing the three dots at the top right here across from the heading course content. From the pop-up menu, I click the copy content option. From the copy content panel. I can now scroll through or use the search feature to find the course that I want to copy from. In this case, it's the Spring 2021 ETT 573 course. Because I want the entire course copied. I'm going to use this checkbox next to the name of the course and click "Copy selected content." Blackboard will take between a few seconds and a few minutes to copy the content into this course. Now you can see my copy is complete. And this new course, summer 2022, that was previously empty, now has the content from my course from last year. I can now go about making the changes needed to bring the copy content up to date for my upcoming summer offering.

One thing I will note here is that the course that I copied from, the spring 2021 version, was developed in Blackboard Ultra Course View. And so everything transitioned in nicely. The copy content feature will allow you to copy content from courses in shells in both Ultra Course View and Original Course View. However, when copying from a course or shell in Original Course View, some content may not copy indirectly or at all, depending on the Original Course View features used when the course was originally created. In this case, some of the copied content may need adjustments or replacement.

Next, we're going to copy specific elements from another course instead of an entire course. Let's start with this same course. Suppose for instance, I have a few pieces of content in a different course that I have instructor access to that I would like to copy to this course. I don't want to copy an entire course, just those few items. As I did previously. One of the options is to click the three dots in the upper right across from the course content heading and click "Copy content." However, there's another way to copy content into an Ultra Course View course that allows you to more carefully place the copied content where you want to. Instead of using the three dot menu in the upper right, I'm instead going to hover in my desired destination, in the location of the course, which in this case is inside of a folder called TS Test Practice Materials. I'll click the plus button and then click "Copy content." Just as I did

before. I can now search for the course from which I want to copy. In this case, the Spring 2020 ETT 573 course. Instead of clicking on the checkbox next to the original course title, which would give me a full course copy. I'm instead going to click the title itself and enter the course structure to locate the content I want to copy. In this case, the content is inside the Course Information folder, in that 2020 course. I click that folder, select the content I want to copy in, and click "Copy selected content." In this case, I'm copying from an Original Course View course, so I get a little caution message about the number of layers of folders in the original course, telling me that this may affect how the content is displayed once it's copied it. Once the copy is complete, I can check the target folder and see that the three items that I selected from the Blackboard Original Course from two years ago have now been copied into this new course. The specific location that I chose.

A third approach for using the course copy feature in Blackboard Ultra View course is to essentially duplicate one or more of the content items by copying into a course from the same course. Suppose for example, I would like to add to this course on alternative unit 6 as a different learning path for the students. I'd like to start with the same structure and contents of Unit 6 and just make modifications to it to create a new Unit 6A. This would also be useful if I were building a course from scratch and wanted to make a prototype module and duplicate it to save time and guarantee structural consistency.

So once again, I have the option of initiating the copy using the three dot menu at the top, or by hovering in the place where I want the copy content, clicking the plus button and copy content. I'll do that here. Right under the learning module titled Unit 6. Using the same copy content panel, I'll search or scroll for the source course, which in this case is the same as the destination course. The course I'm in, summer 2022 ETT 573. I click the title of the course to browse the course content, locate the content I want to duplicate. In this case, all of the learning module titled Unit 6. Click the checkbox, click "Copy selected content." After the copy is complete. I now have a duplicate copy of the Unit 6 module that I can modify it to create my new Unit 6A, editing, deleting and/or replacing as needed. I hope this summary of the three common approaches to using the Ultra Course View copy content feature was helpful. Please don't hesitate to reach out to us if you have questions or need assistance.