

Blackboard Original Course Copy Instructions

Last Modified on 11/20/2024 10:49 am EST

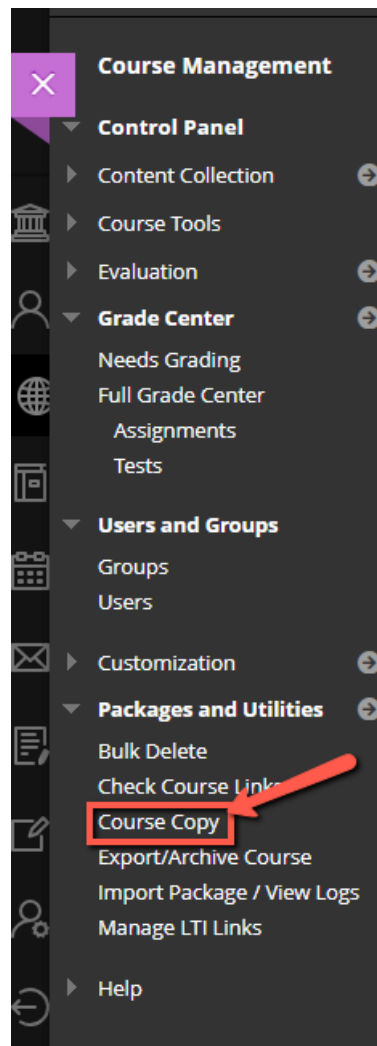
This document describes how to copy content from an existing course that has Norton digital learning tool links to a new course while retaining LMS integration with Blackboard Original course. Please consult your academic department administrator or campus IT helpdesk for details regarding specific course copy procedures for your department/campus.

Prerequisites:

- A Blackboard course shell for the new academic term,
- The name of the previous term's Blackboard course from which you want to copy Norton digital learning tool links.

Navigate to the Course Copy page

- Open the current term's course that has Norton digital learning tool links in it.
- In the course navigation bar, under **Course Management**, open the **Control Panel**, select **Packages and Utilities**, and select **Course Copy**.



Select options and copy the course content

- In the Select Copy Type section, select **Copy Course Materials into an Existing Course**
- Click the Browse... button and search to find the upcoming term's Destination Course ID

SELECT COPY TYPE

Select Copy Type ←

SELECT COPY OPTIONS

* Destination Course ID ←

- Select the Course ID and click the **Submit** button
- To copy all content from your existing course, use the **Select All** button to check all possible items (recommended if you've also loaded a Norton course pack for the book you're using)

SELECT COPY OPTIONS

* Destination Course ID

Select Course Materials

←

Content Areas

Content

For Instructors

Norton Course Materials

- To **only** copy the Norton digital learning tools links, click the following checkboxes:

- Content Areas

Select Course Materials

Content Areas

Content

For Instructors

Norton Course Materials

- Grade Center Columns and Settings

Grade Center Columns and Settings ←

Group Settings

Journals

Retention Center Rules

Rubrics

Settings ←

- Settings

- In the File Attachments section select Copy links and copies of the content

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

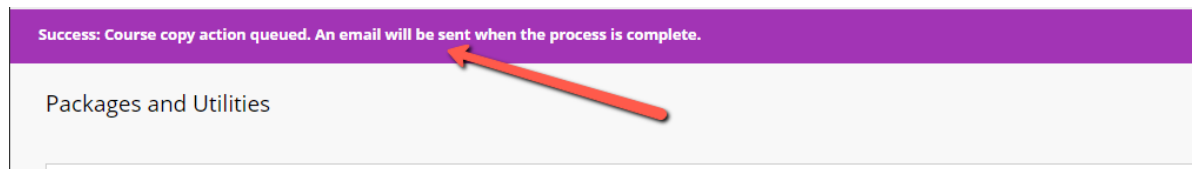
Course Files

Copy links to Course Files

Copy links and copies of the content

Copy links and copies of the content (include entire course home folder)

- Click the **Submit** button. You will see a message above the Packages and Utilities page



Open the next term's course and confirm content was copied

- Open your upcoming course. On its home page, you should see a banner to the effect "Source [*Old Course*] | Destination [*New Course*] is Complete. To access the detailed log, click here."

Source BbOriginal-How_to_Course_Copy_1 | Destination BbOriginal-How_to_Course_Copy_2 is complete. To access the detailed log, click here

- Confirm in the content areas of the course the Norton digital learning tool links exists.
- Confirm in the Grade Center the gradable links are present in the Full Grade Center.

Next Steps

In order to complete your course set up, you must create a Student Set for your Norton product. Steps to get you started can be found here: [Create a Student Set](#)

Reporting error messages

Please take a screenshot and/or copy the text from the error message and contact [W. W. Norton Customer Support](#) for assistance. A support specialist will contact you to assist with further troubleshooting.
