

# Activating your Blackboard courses for 2023/24 - (AMBS & SoSS)

## Introduction

All 2023/24 Blackboard pages activated after 15<sup>th</sup> July 2023 are being activated for you by the VLE team using the SCS template for the school or the SCS template for the Division/Programme if one exists. This means that there will be no rollover of the content in the 2022/23 instances of these courses. Instead, **you will need to populate your Blackboard pages either with new content (for a new course) or by copying content across from an existing course.**

**We strongly recommend that you only copy across only content that you created. Please do not copy across any of the content that comes with the Standard Course Structure (see Step 4 (new)).**

This guide provides step-by-step instructions about how to copy content from an existing course into a 2023/24 course.

The document addresses all eventualities, guiding you through the process of ascertaining whether your course has been activated and populating your 2023/24 Blackboard course with content copied across from 2022/23 (or some other previous year). The operation involves the use of the **Course Copy** feature in Blackboard.

**Please note that any references to SALC course units in any of the examples in this document are for illustrative purposes only; the accompanying actions apply across all courses in the faculty.**



In order to have access to the **Course Copy** feature in Blackboard, you must be enrolled either as **Course Leader** or **eLearning Support** in the **Source Course** (the one that you are copying content from) AND in the **Destination Course** (the course that you want to copy content into – in our case, your 2023/24 course). Our step-by-step guidance will take you through this process, but if you have any problems at any time you can contact the eLearning team for more support [here](#).

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## Step 1: Ascertaining whether your 2023/24 Blackboard has already been activated

We recommend you log into Blackboard Homepage directly using this link: [online.manchester.ac.uk](https://online.manchester.ac.uk)

When you log into Blackboard, you should see a home page like the one below:

The screenshot shows the Blackboard homepage. On the left, there is a 'Welcome' section with a banner image of a student at a laptop and the text 'WELCOME TO BLACKBOARD'. On the right, there is a 'Courses' section with two tabs: 'Current courses' (selected) and 'Past years' courses'. Below the 'Current courses' tab, it says 'Courses where you are: Course Leader'. The list of current courses includes:

- CAHE10011 Constructing Archaic Greek History 2022-23 1st Semester
- CCCINTCS Introduction to Campus Solutions 24/06/2021
- CHIN12522 Visual Cultures in China and East Asia 2022-23 2nd Semester
- CHIN51011 Chinese Language 1 2022-23 1st Semester
- CHIN51031 Chinese Language 3 2022-23 1st Semester

If your Blackboard course has already been activated for 2023/24 **and** you have been enrolled on the course in Campus Solutions, you will see it in your **Current courses** list. If this is the case you can go directly **to Step 2 (new)**, below.

## Step 2 (new): Checking you are correctly enrolled

We recommend you log into Blackboard Homepage directly using this link: [online.manchester.ac.uk](https://online.manchester.ac.uk)

When you log into Blackboard, you should see a home page like the one below:

This screenshot is similar to the previous one, but the 'Current courses' list includes an additional course:

- CRIM10001&10121 Crime and Society 2022-23 1st Semester

If your **Source Course** was taught in 2022/23, you will find it in the **Current courses** tab.

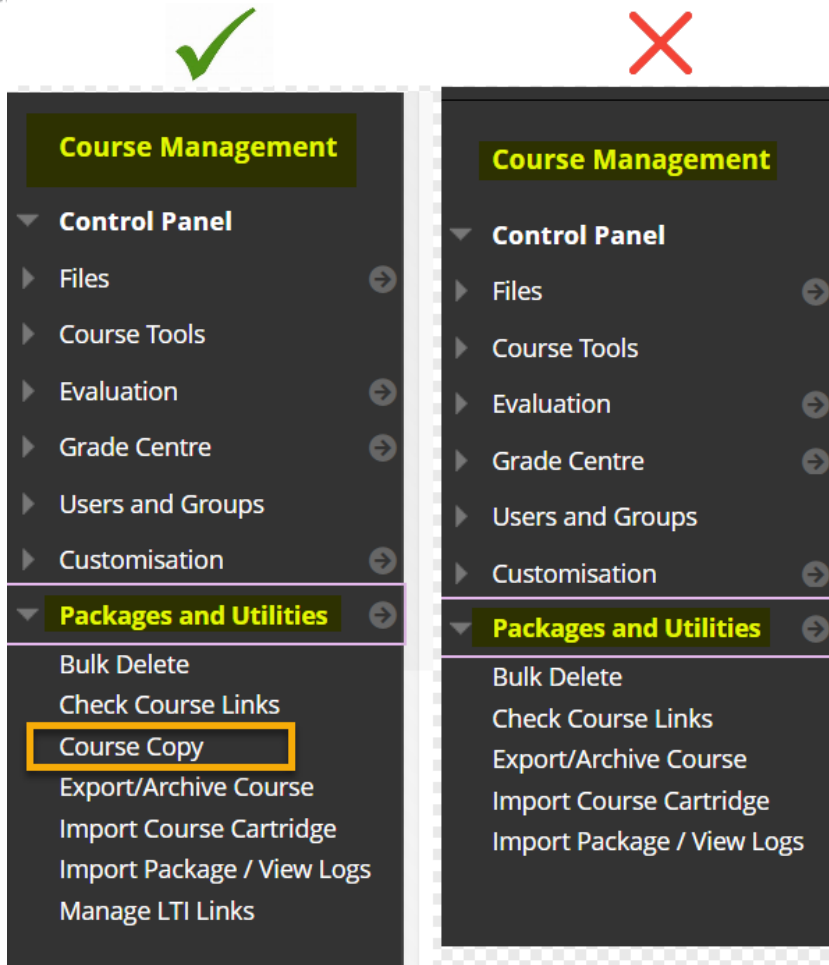
The **Destination Course** will also be listed in the **Current courses** tab and will be marked *Unavailable*, e.g.

**MEST10041 The History and Sociopolitics of Palestine/Israel (1882-1967) 2023-24 1st Semester** (unavailable - will be available Monday, 11 September 2023)

If you are copying from some other previous year, the course will be listed in the **Past years' courses** tab:

### Getting Ready for Course Copy

We recommend that you check your enrolment status in both courses before you start the copying operation. Go into the course and on the left-hand **Course Management** menu of the course, go down to the **Control Panel** then select **Packages and Utilities**. You should see the **Course Copy** option in the list of actions under the **Packages and Utilities**.



If you do not see the **Course Copy** option, it means that you do not have the appropriate role and will NOT be able to copy from or copy into that course.

If you find yourself in that situation, we recommend that you contact your local Undergraduate or Postgraduate Administration team (as appropriate) and request to be assigned one of the suitable roles (below) in Campus Solutions.

### Bb Roles required for Course Copy

We list below (in brackets) the CS roles to request:

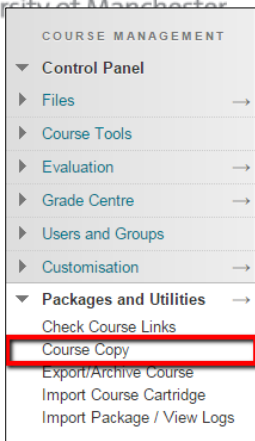
- Course Leader (CS= **Primary Instructor**) [recommended ONLY for Course Owners/Conveners]
- eLearning Support (CS= **Blackboard Primary Instructor / Blackboard Secondary Instructor**)
- Course Builder (CS= **Course Designer**)

### Step 3 (new): Copying Entire Course Content Areas

\* Before you copy entire content areas make sure that your course contains no video files uploaded directly to Blackboard. For more information and support see [The Problems with uploading video directly to Blackboard](#)

Go into the **2022/23** course (or other previous year course).

On the left hand **Course Management** menu go down to the **Control Panel** then select **Packages and Utilities** and then select **Course Copy**.



You will then be presented with **Copy Course** page where you need to need to (a) fill in the **Destination Course ID** and (b) select the **Course Materials** you want to copy across

A screenshot of the 'Copy Course' page. The page title is 'Copy Course'. Below the title is a paragraph of text: 'Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials manage permission on these files to make copies of them. [More Help](#)'. The page is divided into two main sections: 'SELECT COPY TYPE' and 'SELECT COPY OPTIONS'. In the 'SELECT COPY TYPE' section, there is a dropdown menu labeled 'Select Copy Type' with the selected option being 'Copy Course Materials into an Existing Course'. In the 'SELECT COPY OPTIONS' section, there is a label 'Destination Course ID' with a red asterisk, followed by an empty text input field and a 'Browse...' button. Both the label and the button are highlighted with red rectangular boxes. Below the input field, there is a label 'Select Course Materials' and two buttons: 'Select All' and 'Unselect All'.

To fill in the **Destination Course ID**,

- i. Click on **Browse** to open the search window with a list of ALL the courses available to you.

**Courses**

1 Search by:  Course ID  Instructor  **Name/Description** 2

LELA10201 Search 3

Created in Last:  All Courses  Month  Day

Page 1 of 24 > >>

COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
			mpqsscl	Lynas, Claire
			mbgssak2	Kennaugh, Andrew
			mzjssrm3	Marks, Robert

Cancel Submit

- ii. Enter the course code e.g. LELA10201 in the box.
- iii. Tick the radio button next to **Name/Description**, then
- iv. Click on **Search**. This will bring up any course(s) matching the course code you entered.
- v. Select the **Destination Course** then click **Submit**.
- vi. The Course ID will now show in the **Destination Course ID** box.

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I3088-LELA-10201-1231-1SE-029454	LELA10201&UCIL10201 LELA10201-UCIL10201 Lang, Mind and Brain (2023-24) 2023-24 1st Semester	Jun 28, 2023	mfgssrb2 mfgssmb4 mfwu9dm3 y92690rz mcussbna d44667sm mzjsswk2	Bermudez-Otero, Ricardo Baranowski, Maciej Morrison, Donald Zimmermann, Richard Nkwenti-Azeh, Blaise Miller, Stephen Kimper, Wendell
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Cancel Submit

**SELECT COPY TYPE**

Select Copy Type  ▾

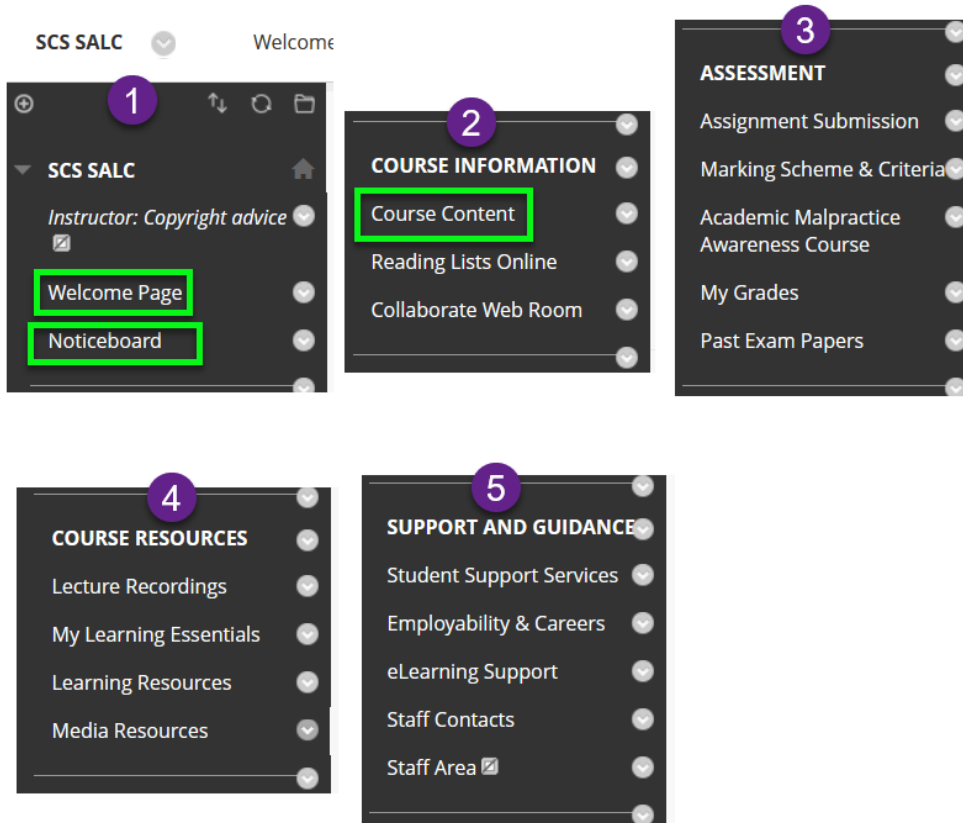
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**SELECT COPY OPTIONS**

\* Destination Course ID  Browse...

Select Course Materials

You can now select the course materials you want to copy over. As a reminder, the SCS comes with the following components:



With the exception of **Welcome Page**, **Noticeboard** and **Course Content**, we strongly recommend that you **do not select any of the other SCS elements** as this will lead to out-of-date content being copied across and multiple copies of the same content appearing in the new course. If you have created materials or added content in these areas, please use the guidance in the section headed **Selectively Copying Course Content Files/Folders**.

When you have selected your course materials, and before you click the final Copy Course **Submit** button, please check again that the **Destination Course ID** is the correct one.

## Selecting Content Areas

Select the course components that you want to copy across **into** the new course area.

**SELECT COPY OPTIONS**

\* Destination Course ID

Select Course Materials

Content Areas

<em>Instructor: Copyright advice</em>

Welcome Page

Noticeboard

Course Content

Lecture Slides

Seminar Groups

Assignment Submission

Marking Scheme & Criteria

Academic Malpractice Awareness Course

Past Exam Papers

Lecture Recordings

Learning Resources

Media Resources

Student Support Services

Employability & Careers

eLearning Support

Staff Area

Adaptive Release Rules for Content  
*User criteria will not be captured if enrolments are not included.  
Assignment submissions will not be captured if the Grade Centre*

**Do Not Tick!**  
**All Content Areas will be selected as a result.**

**Recommendation:**  
Do not tick any of these: Use 'Selective Copy' option

If you use tests in your Blackboard space you can also copy these across as part of the main Course Copy operation or as a separate activity. If you want to copy the tests across, scroll down the list of Course Materials and select **Tests, Surveys and Pools**



- Retention Centre Rules
- Rubrics
- Settings
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Enrolment Options
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys and Pools
- Wikis

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**FILE ATTACHMENTS**

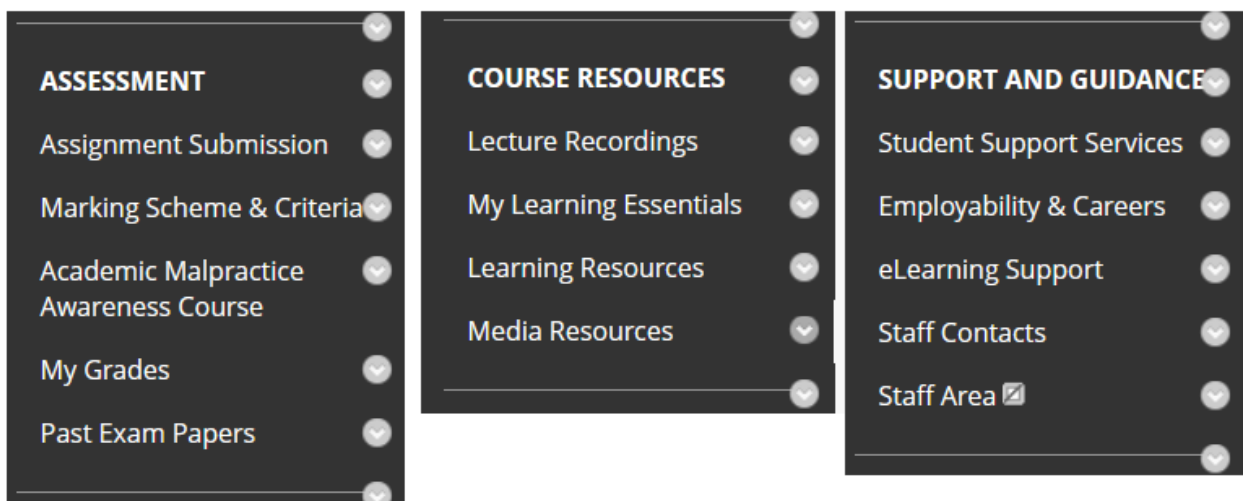
Check everything and when you are ready, click **'Submit'**.

You will receive an email informing you when the copy has been completed. We strongly recommend that you go into the new course to check that the content has been copied over as expected and, in particular, that the course menu items are under the appropriate headings.

**Important Note:** When you copy Tests into a new/different course you will have to deploy these again, i.e. set up links to the tests in the respective Course areas. The Course Copy operation only copies the Test(s) into the Test Canvas of the **Destination Course** which students do not have access to. When you deploy the test in a Course area, you create a link to the test so that students can access it (see Deploying Bb Tests).

### Selectively Copying Course Content Files/Folders

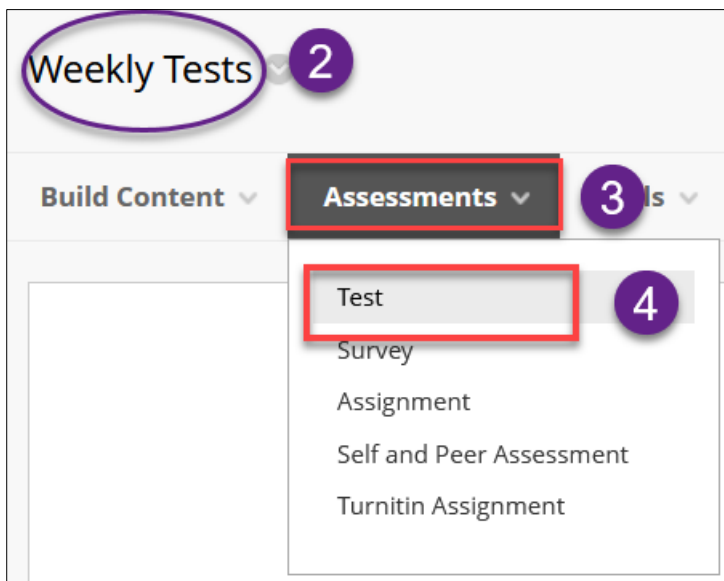
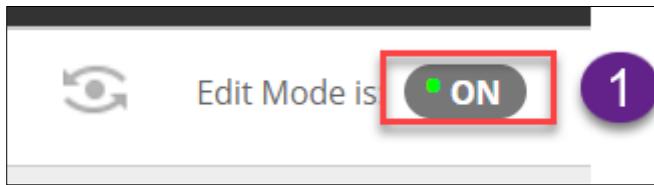
If you have added content in your **Source Course** to any of the SCS areas below, we recommend that you copy the content individually into the **Destination Course**:



## Step 4 (new) - Deploying Tests

When you create a Bb Test, you need to **deploy** it in order for students to access and take it. The same applies to tests copied over using the **Course Copy** function. To deploy the test:

Ensure **Edit Mode** is **ON**. Navigate to the content area where the test will be located. Select **Assessments** to access the drop-down menu, then select **Test**.



This will open the **ADD TEST** page and in the **Select Test Below** section, you will see a list of all the tests that have not yet been deployed.

## ADD TEST

*Create a new test or select an existing test to deploy.*

Create a New Test

Create

Add an Existing Test

-- Select Test Below --

Property Law Mock Test 2020-21

LAWS20900\_LAWS30990\_MCT\_JAN2020

Archaeology Excavation Principles

Select the test you want to deploy from the list, then **Submit**.

**Note:** Each test can be added only once to a specific Content Area, Learning Module, Lesson Plan, or folder. This means that when you go to deploy a test, only the ones that have not yet been deployed will be appear under **Select Test Below**.

You will now be presented with the **Test Options** page where you manage the test availability and other options.

Success: Archaeology Excavation Principles created.

## Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

\* Indicates a required field.

### TEST INFORMATION

\* Name

Choose Colour of Name

 Black

Click **Submit** to edit options for this test. Click **Cancel** to quit.

## Test Options when deploying tests

If you are not familiar with the various test options, we recommend you consult the following Blackboard Learn resource:

[https://help.blackboard.com/Learn/Instructor/Original/Tests\\_Pools\\_Surveys/Test\\_and\\_Survey\\_Options](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Options)

If you will be using tests for summative assessment, we recommend that you visit our eLearning support page and follow the Faculty [Guidance on Summative Bb Tests \(Mid-term of Final exams\)](#). We also have a screencast which guides you through deploying your test and shows the recommended test options for summative assessment: [Deploying a test and recommended Test Options](#)

## Step 5 (new) - Tidying up your new course

1. After copying over content you might find this a good opportunity to review how the content is structured and remove old content which is no longer relevant. [This handy document](#) also provides a checklist of things you can do to tidy up your Blackboard course after activation.
2. When you copy content into a Blackboard course, the course menu link to the content will be placed at the bottom of existing links if a link with the same name does not already exist (e.g. *Lectures*). In the case where the **Destination Course** (in this case your newly-activated 2023/24 course) has a content area link with the same name as one that you are copying across (e.g. *Course Content*), the content copied over will be **appended** to any existing content in the **Destination Course**.



## Moving Content Around Within Your Blackboard Course (Edit Mode = "ON")

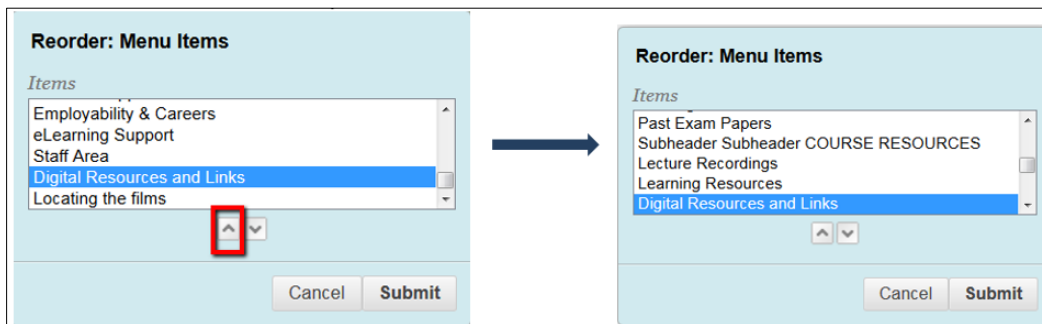
To re-order the course menu links, make sure that **Edit Mode** is **ON**. Then

**Either**

- i. Click on the up-and-down arrows in the course menu header to open a list of your menu items.

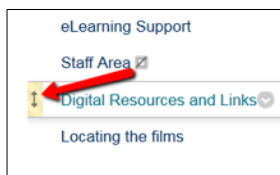



- ii. Select the item you want to move and use the up  or down arrow  to move the item to the desired location. For example:



**Or:**

Hover your mouse over the item so that the pointer displays the handle on the left-hand side of the item.



Position the pointer over the handle. The shape of the pointer will change to this: 

Click the left mouse button and while keeping the button held down, drag the item to the appropriate location. Release the mouse button to 'drop' the item in its new location.

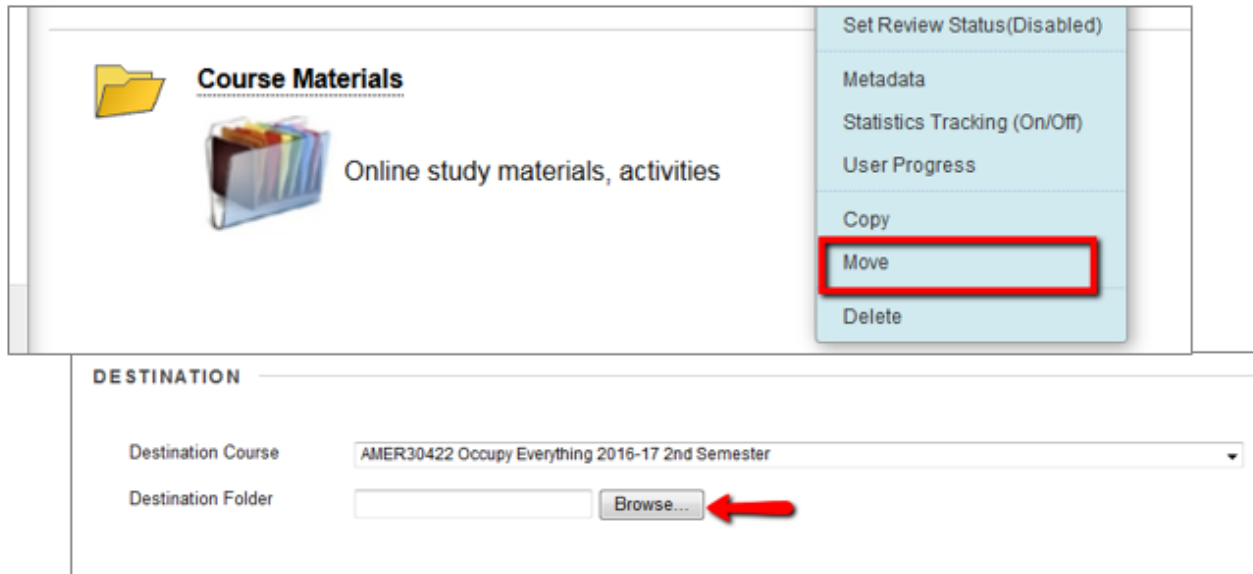
## Moving Content Around Within Your Blackboard Course (Edit Mode = "ON")

1. To re-order items on a page, make sure edit mode is switched to **'On'** click and hover your mouse so that the pointer displays the handle on the left-hand side of the item / folder. Click the left mouse



button and while keeping the button held down, drag the item to the appropriate location. Release the mouse button to 'drop' the item in its new location.

2. To **move** an item to a different part of the course, select '**Move**' from the item's context menu (the small icon to the right of the item's name).
3. Select the new location from the '**Destination Folder**' list and then click on the '**Submit**' button to complete the move.



If you need any further help copying content or removing unwanted files, please contact us via [www.itservices.manchester.ac.uk/help/elearning](http://www.itservices.manchester.ac.uk/help/elearning).

## Further information

If you would like any further help, support or suggestions about how to develop your 2023/24 Blackboard pages, please don't hesitate to get in touch with the eLearning team for more support [here](#). In addition, you can find helpful guidance and ideas for different types of Blackboard content from the following [Humanities Teaching Academy](#) websites:

- [Teaching Online - Guidance for online and blended teaching](#)
- [What works in teaching: Ideas and resources to enhance your teaching](#)
- [Good Practice Library](#).