

# Transferring Course Material from Previous to New Blackboard Sites

## A. Get your new site ready

When you import material from your previous site to your new site, course menu links get imported along with course content. This can result in a confusing duplication of menu links in your new site -- some with content and some without.

As a first step, you can remove menu links in your **new (empty)** course site by selecting **Delete** from the drop-down menu to right of each link.

**Caution:** If you wish to remove the **Blackboard Support** link (located at the bottom of the menu), **do it before removing other links**. If you save this link until last Blackboard may lock you out of your course site.


If you decide not to remove these buttons now, you can do so after importing your content, but at that point you will have to distinguish between menu items with content and those without content.)

**Note about the Home Page:** The **Home Page** is the default entry point. If you prefer to remove it and use **Announcements** as the course entry point, select **Delete** from the drop-down menu on the right of the **Home Page** link. If you prefer using the **Home Page**, do not remove it.

## B. Copy the content from your previous course site...

1. Go to your old site, select **Packages and Utilities** from the **Control Panel** menu, and then click **Course Copy**.
2. Make sure that **Copy Course Materials to an Existing Course** is selected in the **Select Copy type** menu.
3. Click **Browse** to show a list of all of your courses. Click the radio button to the left of the course to which you want to copy your materials. Click **Submit**.
4. Select the content that you want to copy.
  - Be sure to include **Settings** if you customized the course menu and other features of the course.
  - If you are including assignments, assessments, and other graded items (discussion boards, etc.) linked to the Grade Center, be sure to click **Grade Center Columns and Settings**.
  - Do not include Enrollments.

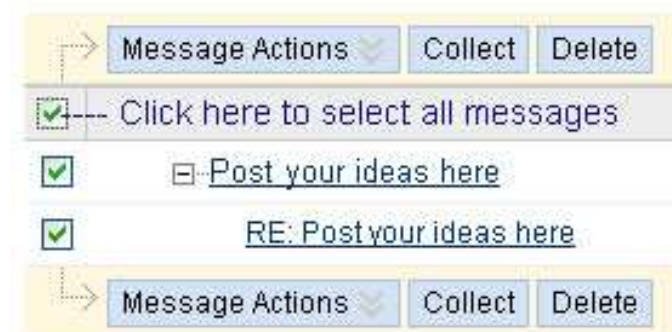
Click **Submit**. You'll see a confirmation. It may take some time for your content to be copied, depending on the size of your previous site.

5. Your content will appear in the new course site. Refresh the course menu by clicking on the refresh  tool above the course menu.

- You may have some duplicated course menu links which you can remove by selecting **Delete** from the drop-down menu to right of each link that you want to remove.
- If you removed the **Home Page**, the **Announcements** page should automatically become the default entry point.

If **Announcements** is *not* set automatically as the default entry point, go to the **Control Panel**, click **Style** in the **Customization** menu, then select **Announcements** in the drop-down menu for **Course Entry Point** (section 4 of the screen). Click **Submit**.

- If you copy your Discussion Board forums, all postings from your previous course will also be copied. You can delete these by opening each forum, clicking the check box as indicated below, then clicking **Delete**. If not all postings in a forum are displayed, go to **Edit Paging** at the bottom right to show all threads.



***Be sure to make your new site available to have your students added to the site.***

**Control Panel / Customization / Properties / Set Availability / Yes / Submit**