Transitioning Course Content from Your Sandbox to Your Blackboard Course

This Term Prep Guide includes helpful tips from the Digital Learning Team @ The Stearns Center with transitioning course content from our Blackboard templates to faculty Blackboard Courses. We also recommend viewing the ITS Beginning of the Semester Blackboard Checklist and the Stearns Center Syllabus Checklist.

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NEW BLACKBOARD USERS

If you are new to Blackboard: This section will 1) demonstrate how to Turn Edit Mode ON and 2) explain the Course Copy function.

1. Turn Edit Mode ON

In your Sandbox and Blackboard Course, toggle Edit Mode On in order to copy course content.

2. Course Copy

The Course Copy function enables instructors to copy course content from one course to another.

Instructors can copy areas, such as Content Areas (e.g., Welcome, Syllabus, Weekly Modules); Announcements; Assignments; Discussion Board; Blogs; Wikis; Journals; Group Settings; Grade Center Columns and Settings (e.g., Banner Image, Language Pack, Navigation Settings); Tests Surveys, and Pools; Rubrics; Content Alignment; Adaptive Release Rules for Content; and Settings.

The Course Copy will add content to a course, but it will not remove existing content.

NOTE: You must be assigned the role of Instructor in both courses in order to copy course content.
OPTION A: Copy Your Entire Sandbox to Your Blackboard Course

When to Use this Option: Use this option if you plan to transition your entire Sandbox to your Blackboard Course. This is a good option if you like the overall design, navigation, and course content in your Sandbox.

Step 1: Blackboard Course: New Course and Existing Course

a. For a New Blackboard Course WITHOUT course content (also known as a Blackboard Course Shell), delete the menu items on the course menu. Select the Item Options menu for the menu item, then select “Delete.” In the next step, you will add menu items to your course menu from your Sandbox.

b. For an Existing Blackboard Course WITH course content, continue to Step 2.

Step 2: Sandbox: Complete a Course Copy

a. View the ITS instructions on How to Copy a Blackboard Course. Follow the instructions below for Course Copy Tips from the Instruction Design Team.
b. **In your Sandbox**, go to the Course Management Control Panel > Packages and Utilities > Course Copy.

![Packages and Utilities](image)

![Select Copy Options](image)

c. Under the Select Copy Options section, find your course section by clicking on the "Browse" button next to "Destination Course ID."
d. Select the "Select All" button.

![Select Course Materials]

e. **IMPORTANT:** Under the File Attachments Section, select "Copy links and copies of the content (include entire course home folder)." This selection will ensure you copy all of the files and folders you have stored, but may not be linked or available to students in your course (e.g., images, documents, video package files like Camtasia).

![Course Files]

f. Select "Submit."
Step 3: Considerations

a. This Course Copy **will NOT delete** any course content that already exists in your Blackboard Course. It only adds content to a course.

b. You will receive an email when the course copy has been completed - typically within 15 minutes.

c. After your course copy, you can choose to update all dates (e.g., due dates, announcements) automatically using the [Date Management Tool](#).
OPTION B: Copy Sandbox Content Items to Your Blackboard Course

When to Use this Option: Use this option if you plan to transition Sandbox content items in your Sandbox to your Blackboard Course. This is a good option if you would like to copy many content items, but not your entire Sandbox.

Step 1: Copy Sandbox Content Items

a. In your Sandbox, go to the Course Management Control Panel > Packages and Utilities > Course Copy.

b. Under the Select Copy Options section, find your course section by clicking on the "Browse" button next to "Destination Course ID".
c. Select the checkboxes for the Course Content Items you would like to copy.

![Checkbox selection for Course Content Items]

d. For the Discussion Board, decide if you would like to 1) Include starter posts for each thread in each forum (anonymously), or 2) Include only the forums, with no starter posts.

![Checkbox selection for Discussion Board]

e. Select "Submit."

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**Step 2: Considerations**
a. This Course Copy **will NOT delete** any course content that already exists in your Blackboard Course. It only adds content to a course.

b. You will receive an email when the course copy has been completed - typically within 15 minutes.

c. After your course copy, you can choose to update all dates (e.g., due dates, announcements) automatically using the [Date Management Tool](#).
OPTION C: Copy a Single Sandbox Folder/Item to Your Blackboard Course

When to Use this Option: Use this option if you plan to transition one Sandbox content item in your Sandbox to your Blackboard Course. This is a good option if you would like to make a quick copy of one content item.

Step 1: Copy a Single Sandbox Folder/Item

a. **In your Sandbox**, select the Item Options menu for the folder/item.

b. Select “Copy.”
c. For Destination Course, select your Blackboard Course from the drop-down menu.

d. For Destination Folder, find your course folder by clicking on the "Browse" button.

e. Select “Submit.”

Step 2: Considerations

a. This Course Copy will NOT delete any course content that already exists in your Blackboard Course. It only adds content to a course.

b. You will receive an email when the course copy has been completed - typically within 15 minutes.
OPTION D: Copy All Tests, Surveys, and Pools

When to Use this Option: Use this option if you plan to transition all of your tests, surveys, and pools in your Sandbox to your Blackboard Course.

Step 1: Copy all Tests, Surveys, and Pools

a. In your Sandbox, go to the Course Management Control Panel > Packages and Utilities > Course Copy.

b. Under the Select Copy Options section, find your course section by clicking on the "Browse" button next to "Destination Course ID".
c. Select the Tests, Surveys, and Pools checkbox.

![Checkbox Options]


d. Select "Submit."

**NOTE:** This Course Copy will NOT delete any course content that already exists in your Blackboard Course. It only adds content to a course.

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**Step 2: Considerations**

a. This Course Copy will NOT delete any course content that already exists in your Blackboard Course. It only adds content to a course.

b. You will receive an email when the course copy has been completed - typically within 15 minutes.
OPTION E: Import/Export a Single Test, Survey, or Pool

When to Use this Option: Use this option if you plan to transition a single test, survey, or pool in your Sandbox to your Blackboard Course.

Step 1: Sandbox: Export the Test, Survey or Pool

a. **In your Sandbox**, go to the Course Management Control Panel > Course Tools > Tests, Surveys, and Pools.

b. Select from the menu to view the Tests, Surveys, or Pools.
c. Select the Item Options menu for the Test, Survey, or Pool.

d. Select “Export to Local Computer” and save to your computer as a zip file.
Step 2: Blackboard Course: Import the Test, Survey or Pool

a. **In your Blackboard Course,** go to the Course Management Control Panel > Course Tools > Tests, Surveys, and Pools.

![Blackboard Course Screenshot](image1)

b. Select from the menu Tests, Surveys, or Pools.

![Menu Screenshot](image2)

c. Select “Import Test,” “Import Survey,” or “Import Pool.”
Step 3: Considerations

a. You can also import test banks and question pools from your textbook publisher. Check your specific publisher's website for instructions on how to export and save the questions in a format that is compatible for import into Blackboard Learn.

b. Learn more about Import or Export Test, Surveys, and Pools.
REORGANIZE THE COURSE MENU

Step 1: Rename, Modify, Hide, Show, or Reorder

Make sure the course menu includes items and tools that you wish to use and, if necessary, rename, modify, hide, show, or reorder them. Select the Item Options menu for the menu item, then choose your action. View the Blackboard instructions to learn how to Reorder and manage course menu links.

Step 2: Resolving Copied Course Items

When you copy content from your Sandbox to your Blackboard Course, the course menu must resolve itself.

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>A course area in the source course doesn't exist in the destination course.</td>
<td>The area will be added to the course menu in the destination course.</td>
</tr>
<tr>
<td>The course area in the source course and the course area in the destination course have the same name and are of the same type.</td>
<td>The content from the source course will be added, but won't replace the content in the area in the destination course.</td>
</tr>
<tr>
<td>The course area in the source course and the course area in the destination course have the same name but are of different types.</td>
<td>The course area from the source course will be added to the destination course under a different name. The new name will append an incremental numeral to the name. For example, Course Materials will become Course Materials1.</td>
</tr>
</tbody>
</table>