



Term Prep Guide

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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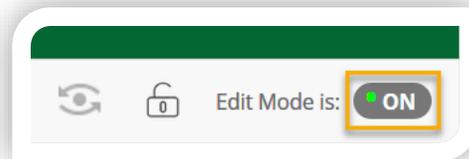
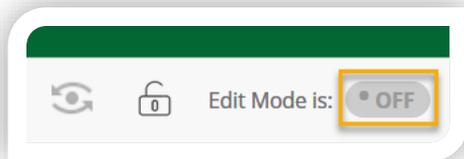
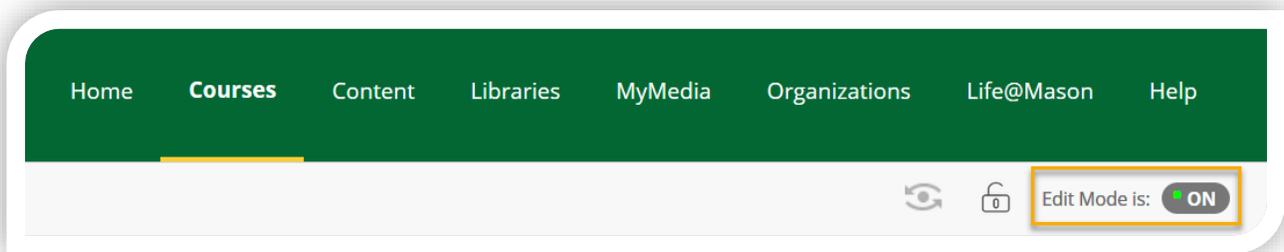
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NEW BLACKBOARD USERS

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.

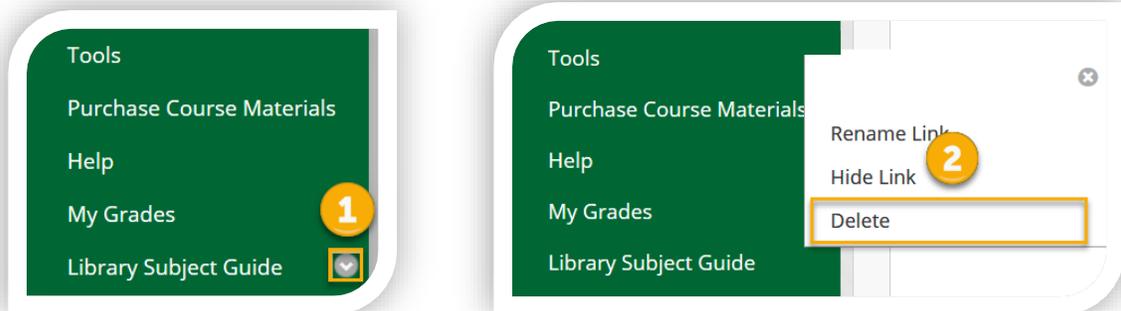
NOTE: You must be assigned the role of Instructor in both courses in order to copy course content.

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.

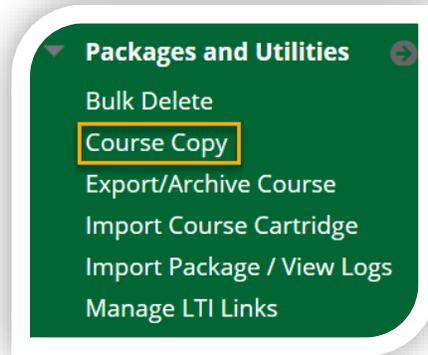


- b. **For an Existing Blackboard Course WITH course content,** continue to Step 2.

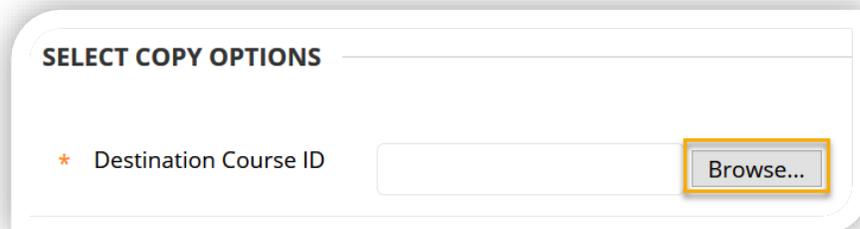
Step 2: Sandbox: Complete a Course Copy

- 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.

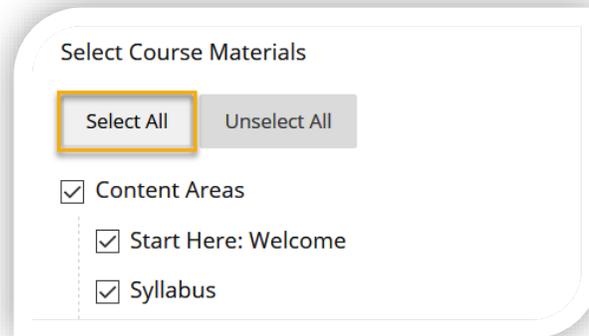
- b. In your Sandbox, go to the Course Management Control Panel > Packages and Utilities > Course Copy.



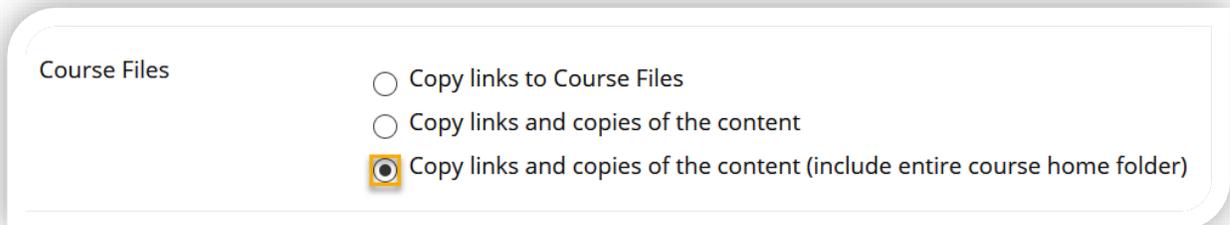
- c. Under the Select Copy Options section, find your course section by clicking on the "Browse" button next to "Destination Course ID."

A screenshot of a white form titled "SELECT COPY OPTIONS" with a horizontal line below the title. Below the title, there is a field labeled "* Destination Course ID" followed by an empty text input box. To the right of the input box is a button labeled "Browse..." which is highlighted with a yellow border.

d. Select the "Select All" button.



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).



f. Select "Submit."

Step 3: Considerations

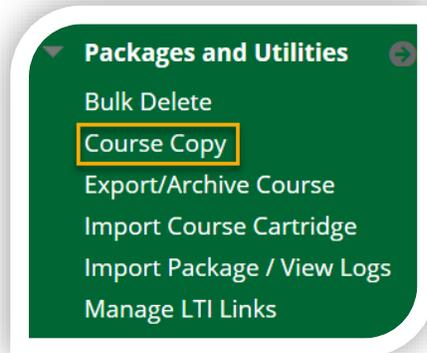
- a. This Course Copy **will NOT delete** any course content that already exists in your Blackboard Course. It only adds content to a course.
- b. You will receive an email when the course copy has been completed - typically within 15 minutes.
- c. After your course copy, you can choose to update all dates (e.g., due dates, announcements) automatically using the [Date Management Tool](#).

OPTION B: Copy Sandbox Content Items to Your Blackboard Course

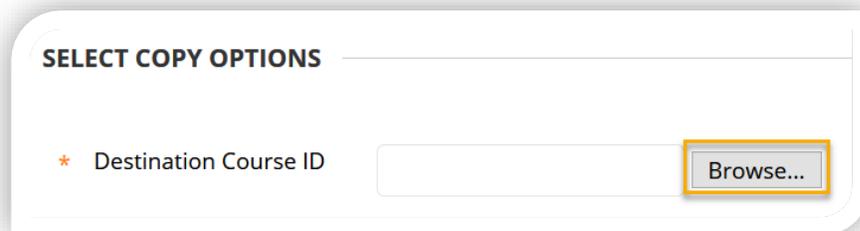
When to Use this Option: Use this option if you plan to transition Sandbox content items in your Sandbox to your Blackboard Course. This is a good option if you would like to copy many content items, but not your entire Sandbox.

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."

A screenshot of a white form titled "SELECT COPY OPTIONS" with a horizontal line below the title. Below the title is a field labeled "Destination Course ID" with a red asterisk to its left. To the right of the field is a button labeled "Browse..." with a yellow border.

c. Select the checkboxes for the Course Content Items you would like to copy.

Select All Unselect All

- Content Areas
 - Start Here: Welcome
 - Syllabus
 - Meet Your Facilitators
 - Learn Here: Weekly Modules
 - Supplemental Resources
 - My Reminders
 - Blackboard Help & Student Support Services
 - Due Dates at a Glance
 - Teaching Tools

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.

Discussion Board

- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts

e. Select "Submit."

Step 2: Considerations

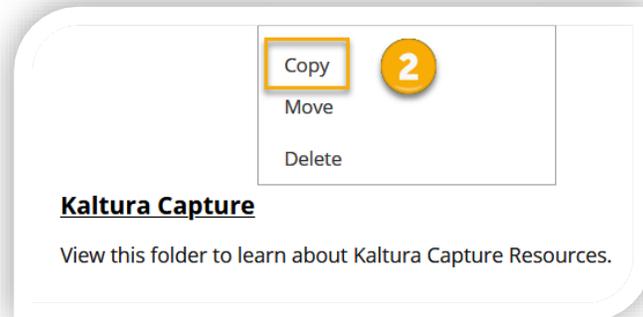
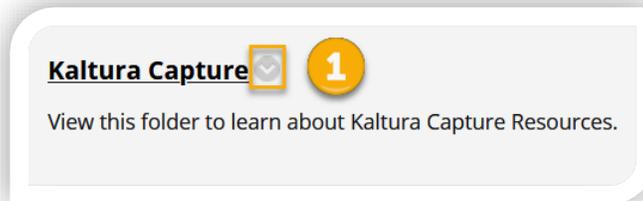
- a. This Course Copy **will NOT delete** any course content that already exists in your Blackboard Course. It only adds content to a course.
- b. You will receive an email when the course copy has been completed - typically within 15 minutes.
- c. After your course copy, you can choose to update all 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.

The image shows a form titled "DESTINATION" with two main input areas. The first is labeled "Destination Course" and contains a drop-down menu, with a yellow circle containing the number "1" next to it. The second is labeled "Destination Folder" and contains a text input field followed by a "Browse..." button, with a yellow circle containing the number "2" next to it. Both input fields and the "Browse..." button are highlighted with a yellow border.

- e. Select "Submit."

Step 2: Considerations

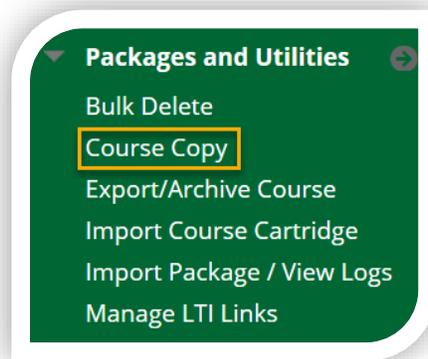
- a. This Course Copy **will NOT delete** any course content that already exists in your Blackboard Course. It only adds content to a course.
- b. You will receive an email when the course copy has been completed - typically within 15 minutes.

OPTION D: Copy All Tests, Surveys, and Pools

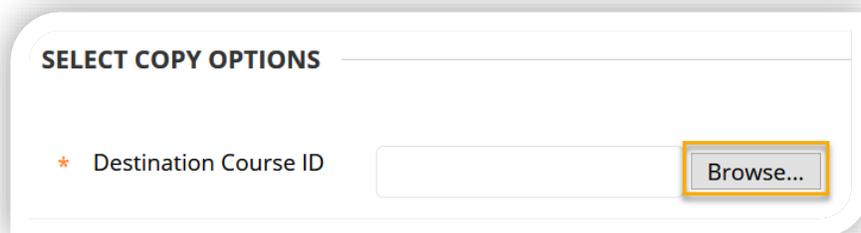
When to Use this Option: Use this option if you plan to transition all of your tests, surveys, and pools in your Sandbox to your Blackboard Course.

Step 1: Copy all Tests, Surveys, and Pools

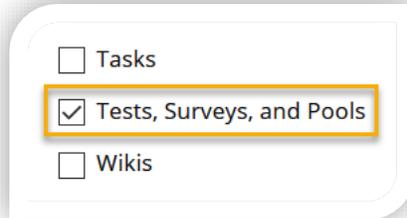
- a. **In your Sandbox**, go to the Course Management Control Panel > Packages and Utilities > Course Copy.



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

A screenshot of a white form titled "SELECT COPY OPTIONS". It contains a field labeled "Destination Course ID" with a red asterisk to its left. To the right of the text input field is a button labeled "Browse..." which is highlighted with a yellow box.

- c. Select the Tests, Surveys, and Pools checkbox.



A screenshot of a Blackboard course copy selection dialog box. The dialog box is white with rounded corners and a subtle shadow. It contains three checkboxes: 'Tasks' (unchecked), 'Tests, Surveys, and Pools' (checked), and 'Wikis' (unchecked). The 'Tests, Surveys, and Pools' checkbox is highlighted with a yellow border.

- d. Select "Submit."

Step 2: Considerations

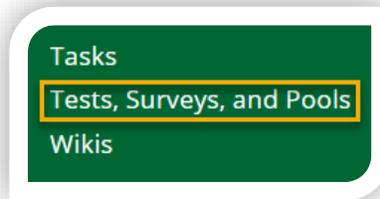
- a. This Course Copy **will NOT delete** any course content that already exists in your Blackboard Course. It only adds content to a course.
- b. You will receive an email when the course copy has been completed - typically within 15 minutes.

OPTION E: Import/Export a Single Test, Survey, or Pool

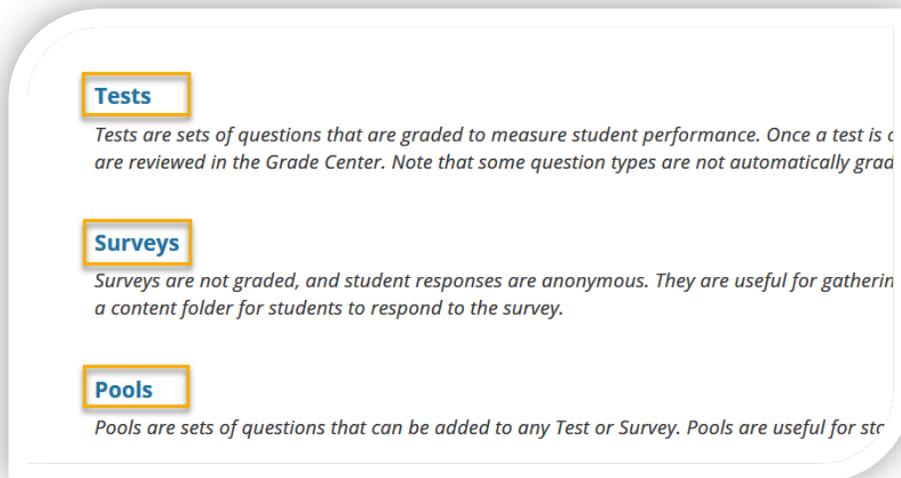
When to Use this Option: Use this option if you plan to transition a single test, survey, or pool in your Sandbox to your Blackboard Course.

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.

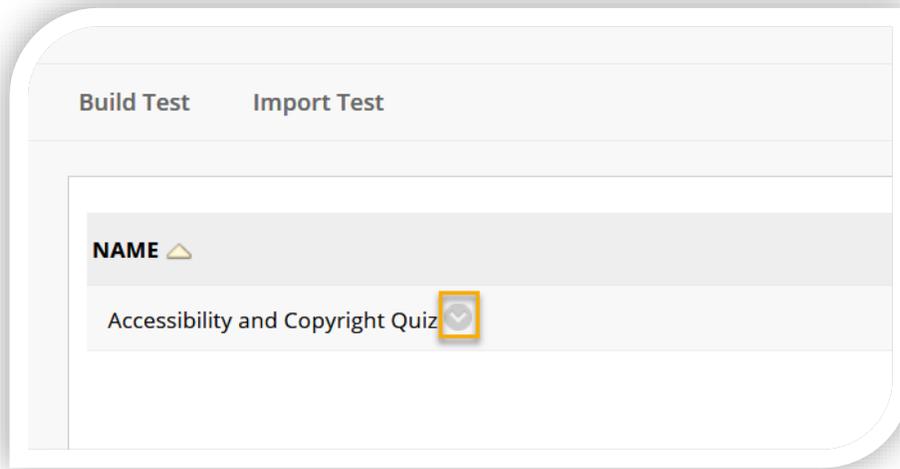
A screenshot of a white page with rounded corners. It contains three sub-sections, each with a title in a blue box and a descriptive paragraph. The first section is 'Tests', the second is 'Surveys', and the third is 'Pools'. Each title and its corresponding paragraph are highlighted with a yellow border.

Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created, it is reviewed in the Grade Center. Note that some question types are not automatically graded.

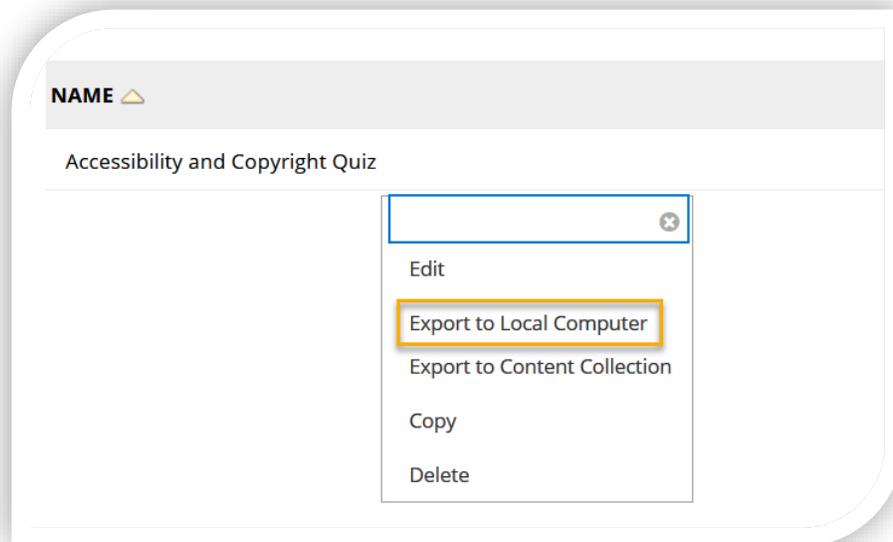
Surveys
Surveys are not graded, and student responses are anonymous. They are useful for gathering feedback. You can create a content folder for students to respond to the survey.

Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions that can be reused.

- 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.

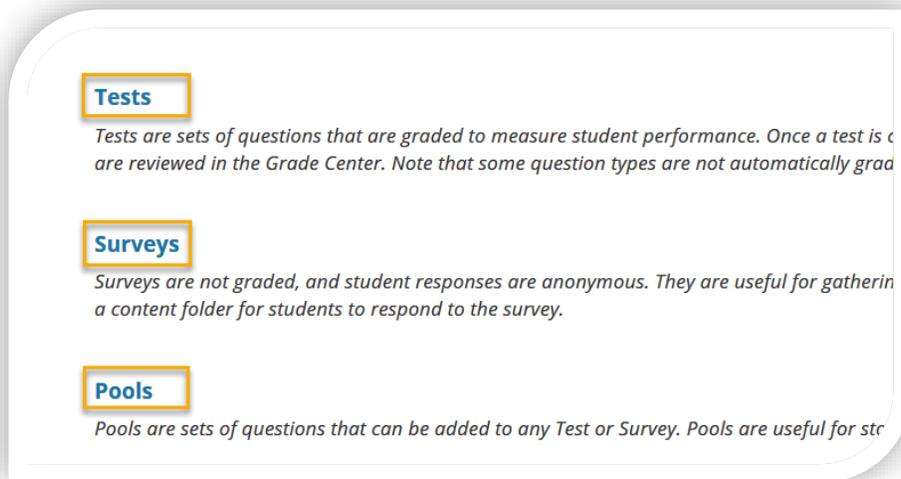


Step 2: Blackboard Course: Import the Test, Survey or Pool

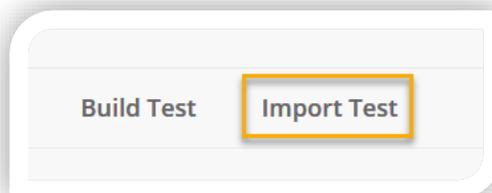
- a. In your Blackboard Course, go to the Course Management Control Panel > Course Tools > Tests, Surveys, and Pools.



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



- c. Select "Import Test," "Import Survey," or "Import Pool."



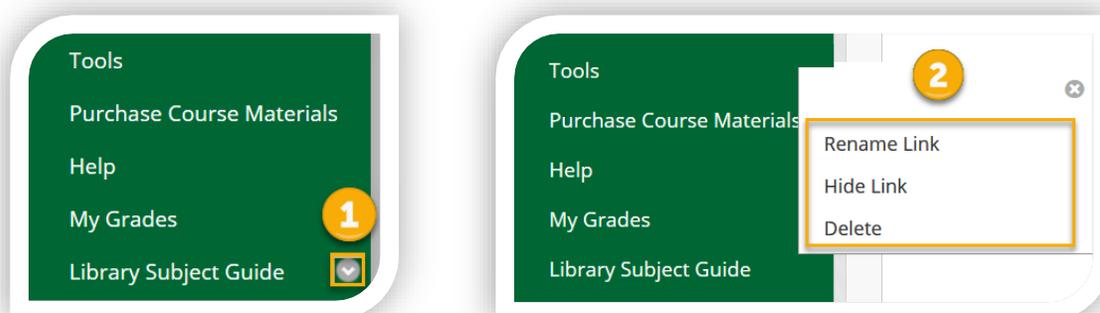
Step 3: Considerations

- 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.

If	Then
A course area in the source course doesn't exist in the destination course.	The area will be added to the course menu in the destination course.
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.	The content from the source course will be added, but won't replace the content in the area in the destination course.
The course area in the source course and the course area in the destination course have the same name but are of different types.	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.