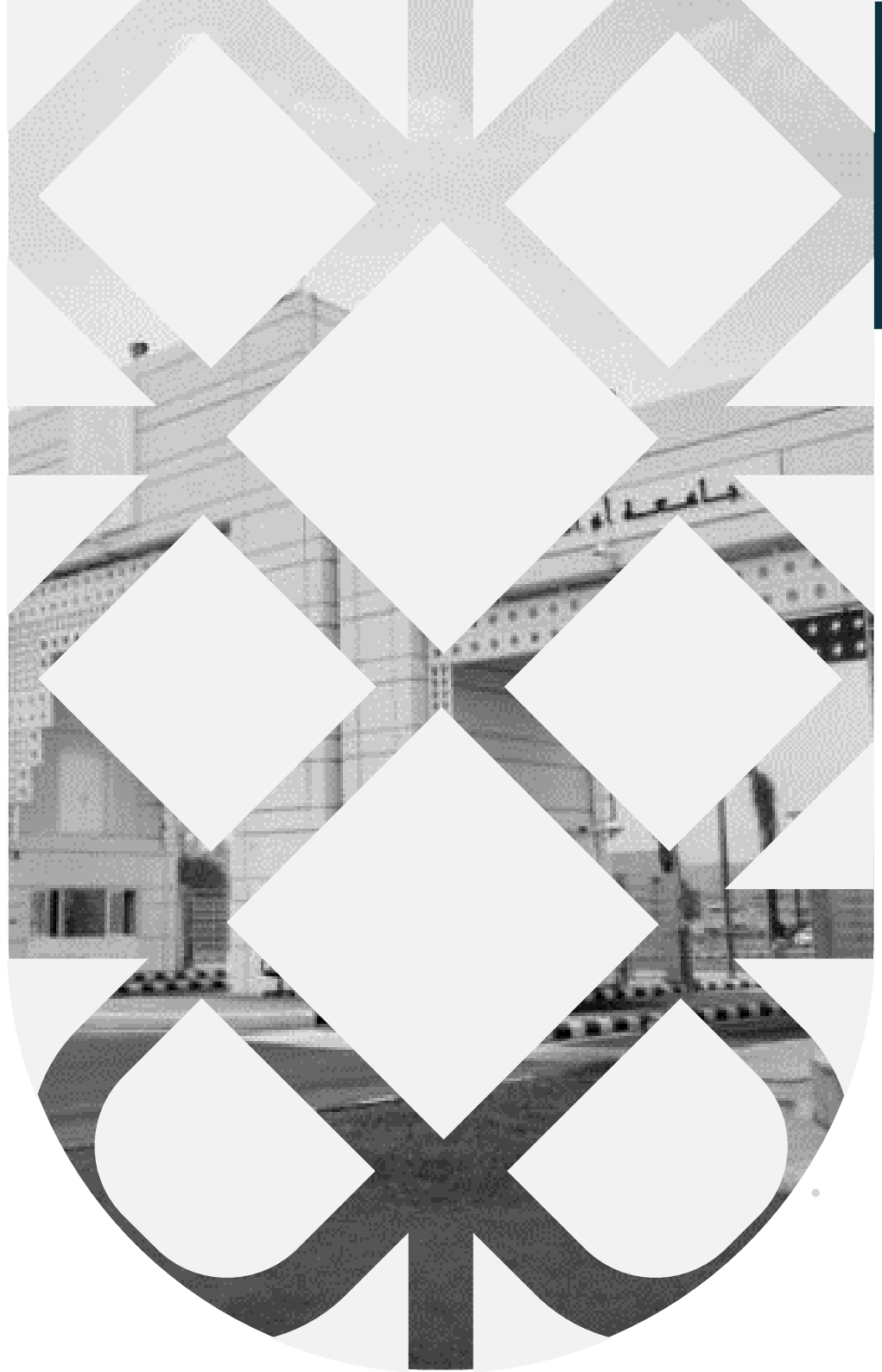




عمادة التعلم الإلكتروني والتعليم عن بعد
Deanship of eLearning & Distance Education



How to Copy the Course

Deanship of E-Learning and Distance Education
umm al qura university

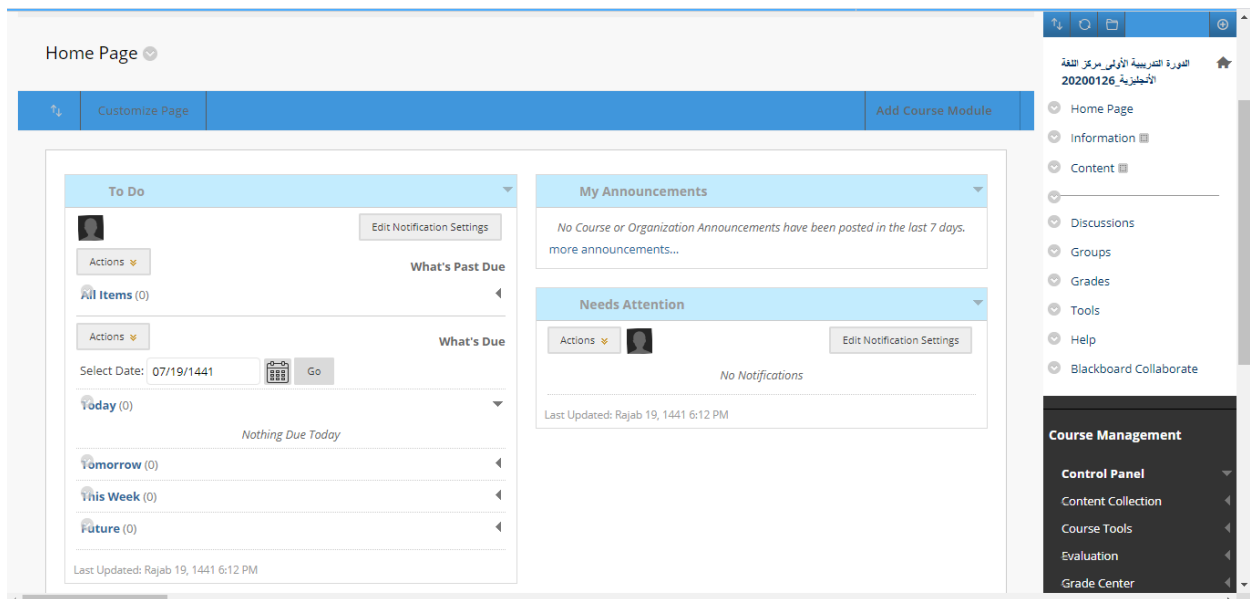
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

How to Copy the Course

The Course Copy tool is used to create a new course by filling in the contents of a previously existing course on the system. Thus, the list of course specified in the source course will replace the default list in the new course. To do the copying process, we follow these steps:

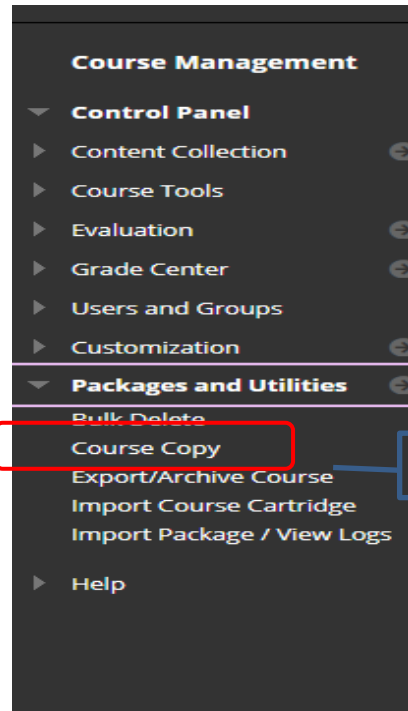
1. Enter the course to be copied:

Enter the Blackboard system and through the list of courses define the course that you want to copy, then go to the "Control Panel" under the menu "course Management".

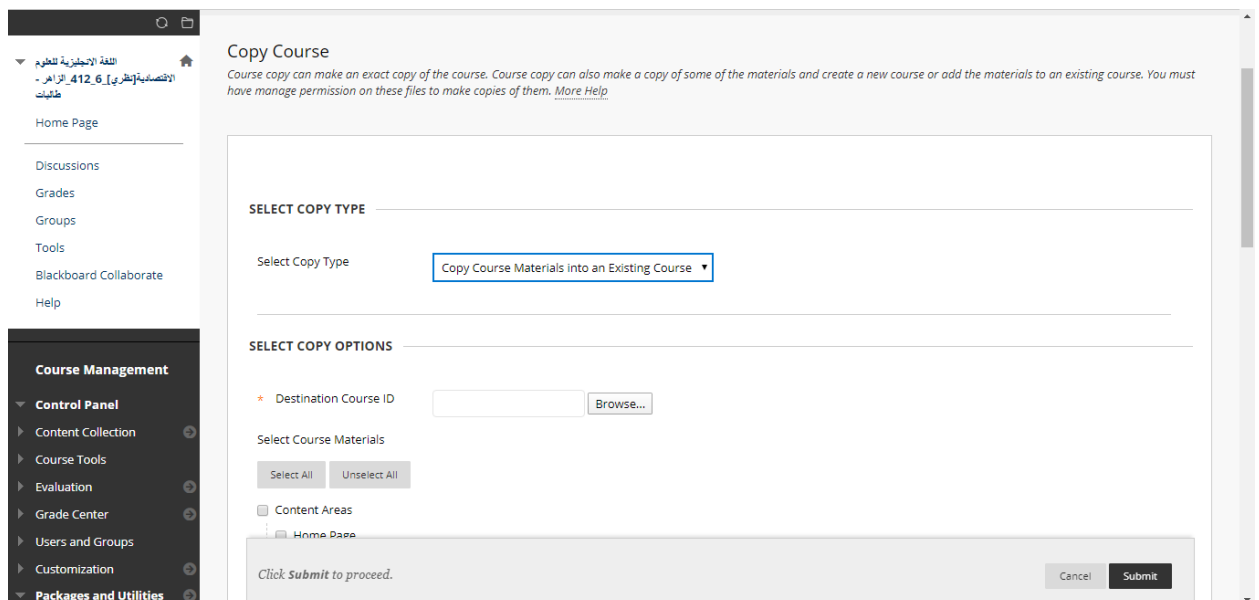


2. Access to the course transcription tool:

From the "Control Panel", click on "Packages and Utilities" and then choose "Course Copy" from the drop-down menu.



3. Select the required "Copy options" from the copy course screen



First: Select the destination course to which you want to copy the contents.

SELECT COPY OPTIONS

* Destination Course ID

Review all the courses we are allowed to copy to (the other courses that you teach) and then select a course from the list

Blackboard Learn - Google Chrome - مقررات دراسية - Ims.uqu.edu.sa/webapps/blackboard/taglib/cp_search_course_popup.jsp?useDomains=true&sortDir=ASCENDING&text_field=window.open...
تم الإنشاء مؤخرًا: كافة المقررات الدراسية الشهر اليوم

معرف المقرر الدراسي	اسم المقرر الدراسي	تاريخ الإنشاء	اسم مستخدم المدرب	اسم المدرب
elearn_s411_uqu_Training_001	مقرر تجريبي للتدريب 1	Sep 4, 2019	mahamzaoui@uqu.edu.sa uqu_ashrafabdo	الحجراوي، المنذر عبدو، اشرف
elearn_s411_uqu_Training_002	مقرر تجريبي للتدريب 2	Sep 4, 2019	mahamzaoui@uqu.edu.sa uqu_ashrafabdo	الحجراوي، المنذر عبدو، اشرف
elearn_s411_uqu_Training_003	مقرر المتدربين دورة استخدام نظام التعلم الإلكتروني بورز:عمادة السنة الأولى المشتركة_20190905	Sep 4, 2019	mmanabi@uqu.edu.sa yalbawaini@uqu.edu.sa odrayed@uqu.edu.sa mmouins@uqu.edu.sa smyoussef@uqu.edu.sa bmshawi@uqu.edu.sa msmars@uqu.edu.sa ascherif@uqu.edu.sa msjaber@uqu.edu.sa ehamed@uqu.edu.sa mmannabi@uqu.edu.sa bmyahmadi@uqu.edu.sa uqu_ashrafabdo samansour@uqu.edu.sa msseidy@uqu.edu.sa ofazhar@uqu.edu.sa omsalem@uqu.edu.sa alshann@uqu.edu.sa	العويصي، محمد العبوي، ياسين زيد، عمر التونسي، محمد نوفس، سامي الشاري، منذر مارس، مراد ترنك، عبدالقناح جابر، محمد حامد، عماد الغاني، محمد يحمدي، بشير عبدو، اشرف منصور، جابر الصعدي، منصور الزهر، عمر بناهي، أسماء الشاري، احمد

Select the destination course from the list of available courses.

4. Select the items that you want to copy

Select Course Materials

- Content Areas
 - Home Page
 - Information
 - Content
- Adaptive Release Rules for Content
User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts

To select course items or materials, check the boxes next to the items you want to import from the archive package. At the bottom of the page, click the **Submit button** once you have completed your selection of course items to import.

5. Determine file attachments

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)

The "**File Attachments**" section determines how to handle course files when copying them to the new course, through the following three options:

- 1- Copy the links to the course files:** Selecting this option will link the content in the destination course to the files in the original course. (This option is not recommended as users may not be able to access the course content)
- 2- Copy links and copy content:** This option is **the default and recommended option for copying the course**. This option will copy files for the linked items in the course content areas.
- 3- Copy links and copies of content (including the entire course home page folder):** This option will copy all the files saved in the Content Collection.

This option is only recommended if you have linked or embedded content in HTML files.

6- Click the "Submit" button to complete the copying process

إجراء استطلاع

لقد تمت إتاحة الاستطلاع استنباه مخصصة لأعضاء هيئة التدريس لهذا المقرر الدراسي، وسيتم قبول حالة إرسال واحدة فقط لكل قائم بالرد.

تم بنجاح: تم إدراج إجراء نسخ المقرر الدراسي في قائمة انتظار. سيتم إرسال بريد إلكتروني عند انتهاء المعالجة.

Now you will see a confirmation message near the top of the screen stating that your order has been placed on hold and that you will receive **a confirmation email via the completion of the process**. The exact amount of time taken to complete this process varies, according to server activity.



عمادة التعلم الإلكتروني والتعليم عن بعد
Deanship of elearning & Distance Education