

# How to Copy Materials from a Previous Course

**Lisa Brown, EdD**

Assistant Director

University IT & URMCI Institute for Innovative Education

**Ann Giralico Pearlman, MS**

Learning Management Support Specialist

University IT



# Learning Objectives

## Participants will be able to...

- Copy individual items from one course to another
- Copy tests/surveys from one course to another
- Use the **Course Copy** function to copy some/all parts of a course from one to another
- Use the **Export/Import** function to copy some/all parts of a course from one to another
- Connect a new course to an old Panopto folder
- Reconnect tool links in their new course



# **COPY INDIVIDUAL ITEMS**



# Use When...


- You have a small amount of material to copy
- You want things in different locations in the new course
- You are NOT copying
  - Tests, Assessments, Discussions
  - Other Bb tools



# Choose Copy from Item Menu


Required Module Content - Lesson Design

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

 **Understanding by Design, Chapter 1** ▾  
Wiggins, G.T., McTighe, J. (2005). *Understanding by Design*. Alexandria VA: Pearson Education, Inc.  


- Chapter 1 - Backward Design. P. 12-34.
- Access book: <https://ebookcentral.proquest.com/lib/rochester/detail>

*This chapter articulates a non-conventional approach to designing (constructivis*

 **Step-by-Step Guide to Designing & Teaching Online Courses** ▾  
Thormann, J. & Zimmerman, I.K. (2012). *The Complete Step-by-Step Guide to Designing & Teaching Online Courses*  

- Chapter 2 - Course Design and Development p. 9-34.
- Chapter 3 - Instructional Methods, Models and Strategies p 35-54.

Menu items: Edit, Make Unavailable, Adaptive Release, Adaptive Release: Advanced, Set Review Status(Disabled), Metadata, Statistics Tracking (On/Off), User Progress, Copy, Move, Delete



# Select the Course to Copy INTO

## DESTINATION

Destination Course

Online Teaching and Learning - SPRING2021WSE (EDE484.1.SPRING2021WSE)

Destination Folder

DNP Community (SON.DNP.Community)

Online Teaching and Learning - FALL2020WSE (EDE484.1.FALL2020WSE)

Using Quantitative Data Analysis Software (Oct-Nov) - FALL2020WSE (ED528.1.FALL2020WSE)

Using Quantitative Data Analysis Software (Dec-Jan) - FALL2020WSE (ED528.2.FALL2020WSE)

Return to Campus - COVID-19 Campus Safety Training (COVID19.CampusReturn.SMDGrad)

Return to Campus - COVID-19 Campus Safety Training (COVID19.CampusReturn.SON)

Return to Campus - COVID-19 Campus Safety Training (COVID19.CampusReturn.Simon)

Return to Campus - COVID-19 Campus Safety Training (COVID19.CampusReturn.Warner)

Return to Campus - COVID-19 Campus Safety Training (COVID19.CampusReturn.ASEUndergrads)

Practicum in Online Teaching - FALL2020WSE (EDF488.1.FALL2020WSE)

Return to Campus - COVID-19 Campus Safety Training (COVID19.CampusReturn.ASEUG)

Return to Campus - COVID-19 Campus Safety Training (COVID19.CampusReturn.ESM)

Sample Dummy Course (Lisa.SampleCourseTA)

Test Piazza (Test.Piazza)

WWI AND THE CULTURE MEMORY - 2018SPRING (ENG549.2018SPRING.82719)

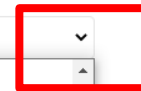
Perusall Test Course (Test.Perusall)

Data Privacy Consent for Online Courses (Global.ConsentOnline.Fall2020)

Testing Zoom (test.copyof\_ZoomTestCourse)

Practicum in Online Teaching - SPRING2021WSE (EDF488.1.SPRING2021WSE)

Online Teaching and Learning - SPRING2021WSE (EDE484.1.SPRING2021WSE)



## ATTACHMENTS AND EMBEDDED

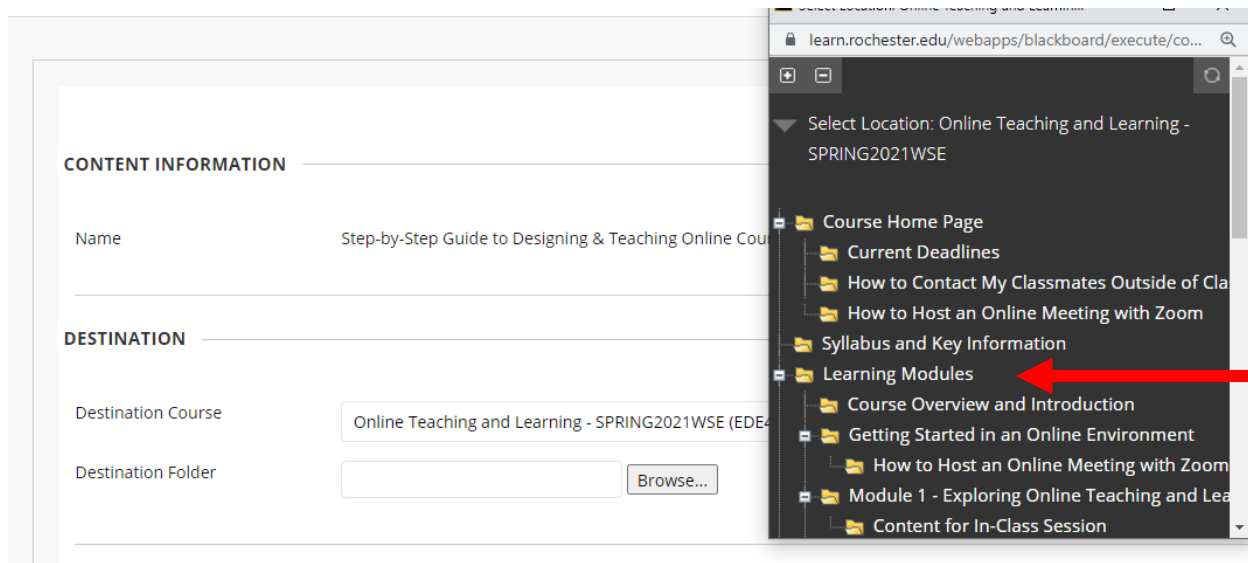
Attachments and embedded links c

File Links

Click **Submit** to proceed.



# Choose the Folder to Copy INTO



The image shows a Blackboard course page with a file browser overlay. The page has two main sections: "CONTENT INFORMATION" and "DESTINATION".

**CONTENT INFORMATION**

Name: Step-by-Step Guide to Designing & Teaching Online Cour

**DESTINATION**

Destination Course: Online Teaching and Learning - SPRING2021WSE (EDE4

Destination Folder:  Browse...

The file browser overlay shows a tree view of the course structure. A red arrow points to the "Learning Modules" folder.

- Select Location: Online Teaching and Learning - SPRING2021WSE
  - Course Home Page
    - Current Deadlines
    - How to Contact My Classmates Outside of Cla
    - How to Host an Online Meeting with Zoom
    - Syllabus and Key Information
  - Learning Modules
  - Course Overview and Introduction
  - Getting Started in an Online Environment
    - How to Host an Online Meeting with Zoom
  - Module 1 - Exploring Online Teaching and Lea
    - Content for In-Class Session



# Select Attachment Option

## ATTACHMENTS AND EMBEDDED LINKS

---

*Attachments and embedded links can be included in the copy as links, or copies of the files can be created in the new course folder. For files outside of the home course folder, only links are included.*

File Links

- Copy links to attached and embedded files
  - Include links and make copies of attached and embedded files
- 





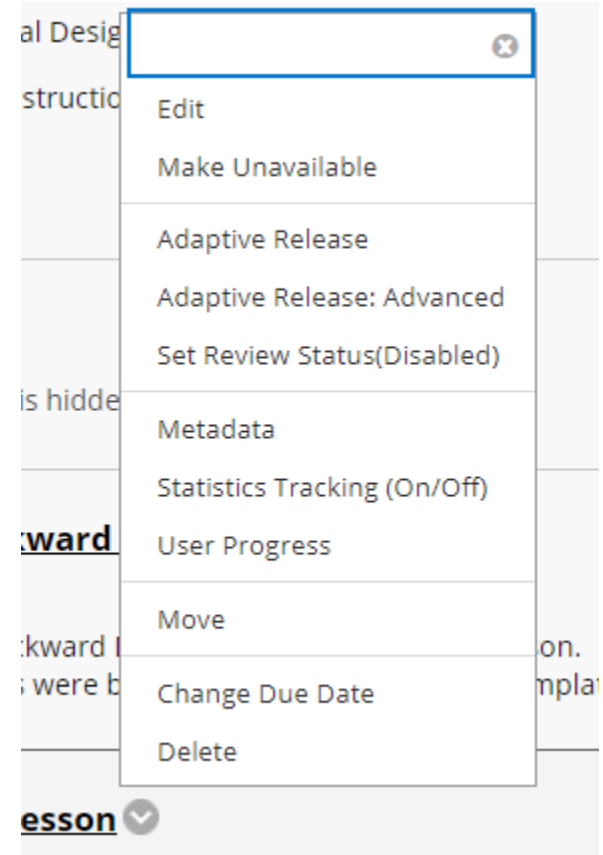
# Items with Limited or No Copy

DESTINATION

Destination Course *Online Teaching and Learning - SPRING2021WSE*

Destination Folder

Item can only be copied within SAME course



- Edit
- Make Unavailable
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- User Progress
- Move
- Change Due Date
- Delete

Item cannot be copied at all

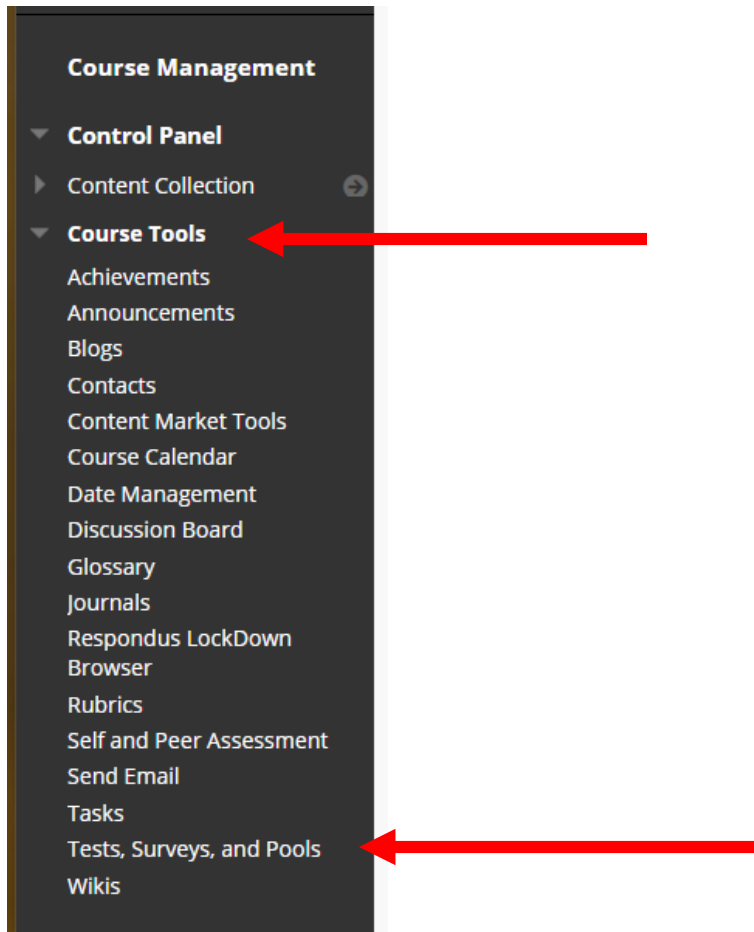


# **COPY TEST/SURVEYS**



# Course Management Menu

## Course Tools



# Export to Local Computer


Tests

*Tests are a means of assessing student performance. You have the option to build*

Build Test   Import Test

NAME ▲	DEPL
Group Lesson Choices	No
Quiz - Learning and Motivation Readings ▼	No
Quiz - Learning and Motivation Readings	
Quiz - Module 1 - Course Expectations	
Quiz - Module 2	
Quiz - Motivation Readings	
sample	

- Edit
- Export to Local Computer
- Export to Content Collection
- Copy
- Delete



# Find Downloaded File

The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Downloads'. The ribbon includes 'Clipboard', 'Organize', 'New', 'Open', and 'Share'. The search bar contains 'Search Downloads'. The file list is sorted by 'Date modified' and shows a group of files under the heading 'Today (7)'. A red rectangular box highlights the first file in this group: 'Test\_ExportFile\_EDE484.1.SPRING2021WSE\_Quiz - Learning and Motivatio...'. Below it are three 'Module 4 Checklist(1)' files.

Name	Date modified
Today (7)	
Test_ExportFile_EDE484.1.SPRING2021WSE_Quiz - Learning and Motivatio...	1/18/2021 6:27 PM
Module 5 Checklist(1)	1/18/2021 4:24 PM
Module 4 Checklist(1) (1)	1/18/2021 4:14 PM
Module 4 Checklist(1)	1/18/2021 4:11 PM



# Import Test into New Course

## Tests

Tests are a means of assessing student performance. You have the option to build a test or import a test. [More Help](#)

Build Test

Import Test



# Browse for File

## TEST IMPORT

---

Click **Browse** to locate a file to import.

Attach File

Browse Local Files

Browse Content Collection



# Upload and Import

## TEST IMPORT

---

Click **Browse** to locate a file to import.

Attach File

Browse Local Files

Browse Content Collection

Selected File

File Name

**Test\_ExportFile\_EDE484.1.SPRING2021WSE\_Quiz - Learning and Motivation Readings #2.zip**

Do not attach

---

Click **Submit** to proceed.

Cancel

Submit

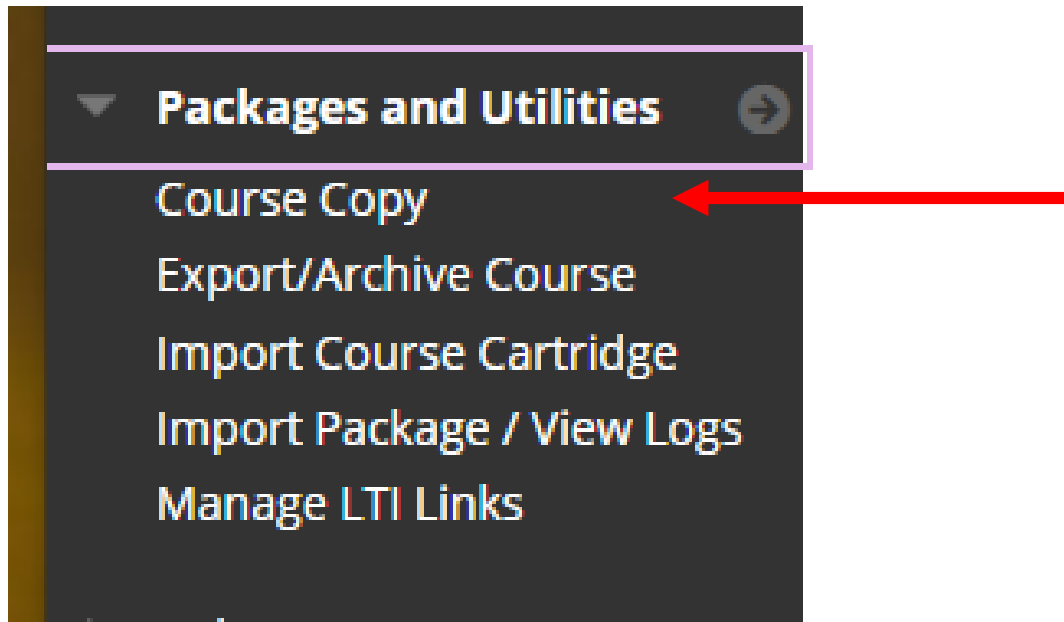




# COURSE COPY FUNCTION



# Course Management Menu Packages and Utilities



**NOTE: Start in the OLD Course**



**SELECT COPY TYPE**

Select Copy Type

Copy Course Materials into an Existing Course ▾

**SELECT COPY OPTIONS**

\* Destination Course ID

Browse...



**NOTE: Find the NEW Course**



# Choose Course to Copy INTO

Courses

Search by:  Course ID  Instructor  Name/Description

Created in Last:  All Courses  Month  Day

Page 1 of 6 > >>

COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
<input type="radio"/> ADMIN.AllyAccessCoordinators	Blackboard Ally for Access Coordinators	Jan 13, 2020	mtangerb	Brown, Lisa
<input type="radio"/> ADMIN.AllyPilot	Ally Pilot Information	Jan 29, 2019	mtangerb	Brown, Lisa
<input type="radio"/> admin.newcourse.lisa	00 new course after migration	Dec 30, 2020	mtangerb	Brown, Lisa
	Structured Template for Courses		pfunken2	Funkenbusch, Paul



# Choose What to Copy

## Select Course Materials

Select All Unselect All

### Content Areas

- Course Home Page
- Syllabus and Key Information
- Course Schedule
- Learning Modules
- Textbooks
- Textbooks-static
- Course Evaluations
- Private Faculty Reflection

### 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

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis



# Choose 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)



# Wait for Email!

- New copied information will appear at the bottom of the left hand menu
- Some information may be merged in existing menus

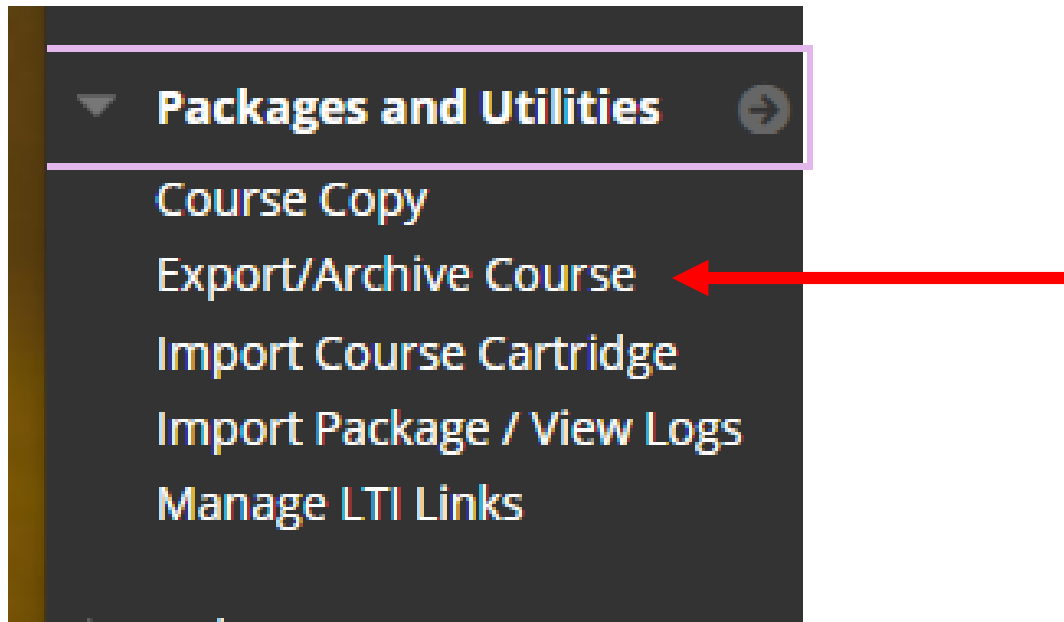


# IMPORT/EXPORT FUNCTION





# Course Management Menu Packages and Utilities



**NOTE: Start in the OLD Course**



## Export/Archive Course

*Export Course creates a package of course content that can later be imported into the same system.*  
*Export Common Cartridge creates a package that can be shared across learning management systems.*

Export Package

Archive Course



# File Attachments

## FILE ATTACHMENTS

---

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory

- Copy only links to course default directory files
- Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

- Copy only links to files stored outside of the course default directory
- Copy links and include copies of the files outside of the course default directory

Package Size

Calculate Size

Manage Package Contents



# Choose What to Copy

## SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All Unselect All

### Content Areas

- Course Home Page
- Syllabus and Key Information
- Course Schedule
- Learning Modules
- Textbooks
- Textbooks-static
- Course Evaluations
- Private Faculty Reflection
- Adaptive Release Rules for Content
- 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

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis



# Wait for Email, Then...

## Export/Archive Course

*Export Course creates a package of course content that can later be imported into the same course or a different course. Export Common Cartridge creates a package that can be shared across learning management systems. You may also want to export a course to a file format that can be imported into a different learning management system.*

Export Package

Archive Course

Refresh

FILE NAME

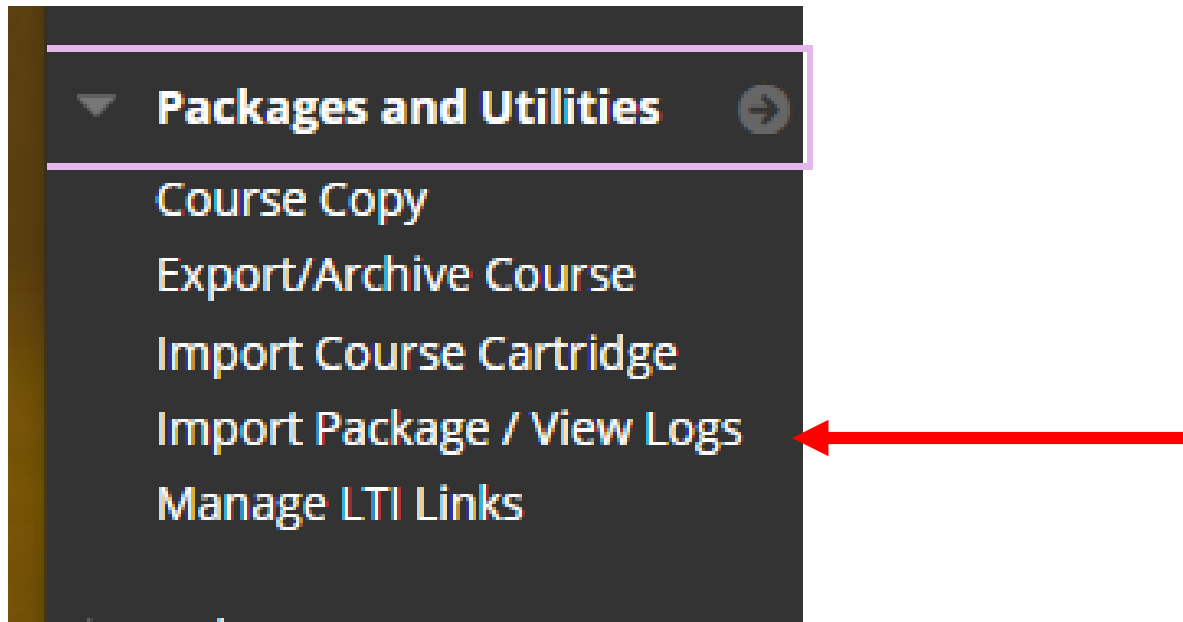
ExportFile\_EDE484.1.SPRING2021WSE\_20210118063853.zip



Click to Download



# Course Management Menu Packages and Utilities



**NOTE: Go to the NEW Course**



# Choose Import

## Import Package / View Logs

*Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Co course copy are also listed on this page. You must have the proper permissions to perform this operation. [More l](#)*

Import Package



# Find and Choose the Downloaded File

## SELECT COPY OPTIONS

+ Destination Course ID EDE484.1.SPRING2021WSE

## SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

Select a Package

Browse Local Files

## RESTORE FROM AUTOMATIC ARCHIVES

Click **Browse Content Collection** to select from automatic course archives

Restore From Automatic Archives

Browse Content Collection





# Choose What to Restore

**SELECT COURSE MATERIALS**

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All Unselect All

- Content Areas
  - Course Home Page
  - Syllabus and Key Information
  - Course Schedule
  - Learning Modules
  - Textbooks
  - Textbooks-static
  - Course Evaluations
  - Private Faculty Reflection
- Adaptive Release Rules for Content
- 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

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis





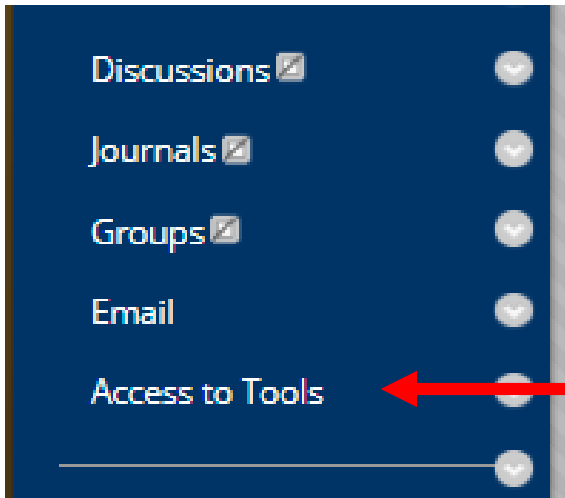
# CONNECTING PANOPTO



# **OPTION 1: ADD FOLDER TO THIS COURSE**



# Access Panopo Tool



## Tools

A screenshot of the 'Tools' section. It displays several tool cards. The 'Panopto Content' card is highlighted with a red rectangular box. The cards include: AEFIS tools (View syllabus, evaluations, assessments and more.), My Grades (Displays detailed information about your grades.), Achievements (Achievements), and Panopto Content (Panopto Content). Each card has a 'Hide Link' button.



# Panopto Folder View

Panopto Content

Search in folder "Structured.Template.G..."

Structured.Template.Generic: Structured Template for Courses updated 2020

Sort by: Name Duration Date

This folder contains no videos.

Powered by Panopto Help

You can update the folders configured for this course in Panopto.



# Find and Add Folder to Selected

## Configure Panopto Course

You may update the list of Panopto folders associated with this course.  
Instructors of this course will be able to create content in any folder associated with it and students will be able to view the content.  
The first folder in the 'Selected Folders' list will be designated as the primary external folder for the course.  
This primary external folder will be the folder used as the parent for the course's Student Submissions folder.

### Available Folders:

2017Q2.BugTesting: 2017Q2 Bug and Feature Testing  
2017Q2\_Group1  
2018Q2 Bug and Feature Testing  
ADMIN.Training.Assignments: Assignments Training Course  
Adult Inpatient: BSB  
AHP Intro Videos  
ALC212.2017FALL.58533: CAREER SKILLS FOR THE 21ST C - 2017FALL  
ALC221.2017SPRING.56987: LEADERSHIP ISSUES IN MUSIC - 2017SPRING  
ALC221.2018SPRING.57189: LEADERSHIP ISSUES IN MUSIC - 2018SPRING  
ASE.SampleCourse.CHEM203: ORGANIC CHEMISTRY I - 2020SUMMER

### Selected Folders:

Structured.Template.Generic: Structured Template for Courses updated 2020

Add >>

<< Remove



# Important Information

- Multiple folders in same course shows a different view of Panopto



# Multiple Panopto Folders

## Panopto Content

### Panopto Folder for: EDE484 Common Videos

[Why are lectures not enough? \(copy\)](#)  
[Module 2 - About Online Teaching and Learning](#)  
[Module 5 - Blooms Taxonomy](#)  
[Module 5 -Backward Design](#)  
[How to Create a Voicethread Presentation](#)  
[Blackboard Overview Video](#)  
[Tips for Teaching in Blackboard](#)  
[Audio Podcast \(RSS\)](#)  
[Video Podcast \(RSS\)](#)  
[Panopto Folder Settings](#)

#### Links

[Download Panopto Recorder \(Windows | Mac\)](#)

### Panopto Folder for: EDE484.1.SPRING2021WSE: Online Teaching and Learning - SPRING2021WSE

No recordings.  
[Audio Podcast \(RSS\)](#)  
[Video Podcast \(RSS\)](#)  
[Panopto Folder Settings](#)



#### Links

[Download Panopto Recorder \(Windows | Mac\)](#)





# Jump to Panopto

The screenshot displays the Panopto interface with the following elements:

- Header:** Panopto logo and search bar.
- Left Sidebar:** Navigation menu with options: Home, My Folder, Shared with Me, Everything, and Browse.
- Main Content Area:** Folder name: EDE484.1.SPRING2021WSE: Online Teaching and Learning SPRING2021WSE. Includes a search bar, refresh button, and sort options (Name, Duration, Date).
- Settings Panel (Right):**
  - Overview:** Includes checkboxes for "Enable podcast feed" (checked), "Allow viewers to make notes public" (checked), "Email viewers when new videos are ready" (unchecked), and "Disable comments on all sessions in this folder" (unchecked).
  - Downloads:** Includes a dropdown menu for "Download enabled" set to "Use site default (Admins, videographers and creator only)".
  - Smart Chapters:** Includes a dropdown menu for "Enable Smart Chapters" set to "Use site default (Available on-demand)".
  - iTunesU Category:** Includes a dropdown menu for "Category" set to "(None)". Below it, text reads: "If you publish this folder's RSS feed to iTunesU, it will appear in this category."
  - Availability:** Includes text explaining folder availability and a section for "Sessions become available" with radio buttons for "when approved by a publisher" (unchecked) and "immediately" (checked).

A red rectangular box highlights the close button (X) in the top right corner of the settings panel.



# All Panopto Functionality

The screenshot displays the Panopto web interface. At the top left is the Panopto logo. A search bar contains the text "Search in folder 'EDE484.1.SPRING2021...'". To the right is a green "Create" button with a dropdown arrow. On the left sidebar, navigation options include "Home", "My Folder", "Shared with Me", "Everything", and "Browse". The main content area shows a folder titled "EDE484.1.SPRING2021WSE: Online Teaching and Learning - SPRING2021WSE". Below the folder name are buttons for "Refresh", view toggles (grid, list, icon), "Filter by date", and a checkbox for "Show scheduled recordings". A "Sort by:" dropdown is set to "Name". A dashed box contains an "Add folder" button. The message "This folder contains no videos." is displayed at the bottom of the main area.

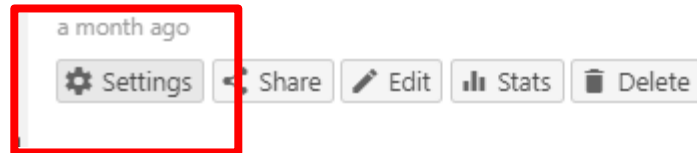


# Important Information

- Do not re-use Zoom recordings where students from previous terms can be seen.
  - This is a violation of FERPA



# Hide Recordings



## Availability

A session can be made available after a start date and before an end date. These settings replace any availability settings on the parent folder. A session can also be made available immediately by saving it in the editor.

### Session becomes available

- with its folder (immediately)
- starting   Eastern Time (US & Canada)

### Session remains available

- forever
- with its folder (forever)
- until   Eastern Time (US & Canada)

Note: This will also hide them from the students in original term



# **OPTION 2: MAKE COPIES OF VIDEOS**



# Copy Videos to Reuse

Overview

Share

Outputs

Quiz Results

Streams

Clips

Search

Captions

**Manage**

Log

## Manage Session

Session ID

a0bff0b2-4850-4cd0-90c1-ac9a01610e27

Delivery ID

db7a826c-f256-4b2e-ab1d-ac9a01610e30

Status

Ready to view [Refresh](#)

Media type

HLS

## Merge into another session

Existing session

Choose a folder or start typing to search

-- Not selected --

## Copy session

New session

ResultsAEFIS (copy)

The copied session will have the same owner as the original session. The copied session will have the same availability settings as the original session. The copied session will inherit viewer permissions from its folder.

[Copy](#)



# Move to New Course Folder

The screenshot shows a course management interface. At the top, there is a search bar with a play button icon on the left and a close button (X) on the right. Below this is a navigation menu with 'Overview' selected in a green box. To the right of the navigation menu is the 'Session Information' section. It contains three rows: 'Name' with a blue box and an 'Edit' link; 'Folder' with a blue box containing the text 'Test LisaMigration: 00 Testing for SaaS Migration - Before and After Auth (LTI tool)' and an 'Edit' link; and 'Tags' with a '+ Tag' button. A red box highlights the 'Edit' link in the 'Folder' row. Below the 'Folder' row is a dropdown menu for selecting a folder. The dropdown menu is titled 'Quick access' and lists several folders. A red arrow points to the folder 'ALC221.2017SPRING.56987: LEADERSHIP ISSUES IN MUSIC - 2017SPRING'.

Overview Session Information

Share

Outputs

Quiz Results

Streams

Clips

Name [redacted] Edit

Folder Test LisaMigration: 00 Testing for SaaS Migration - Before and After Auth (LTI tool) Edit

+ Tag

Quick access

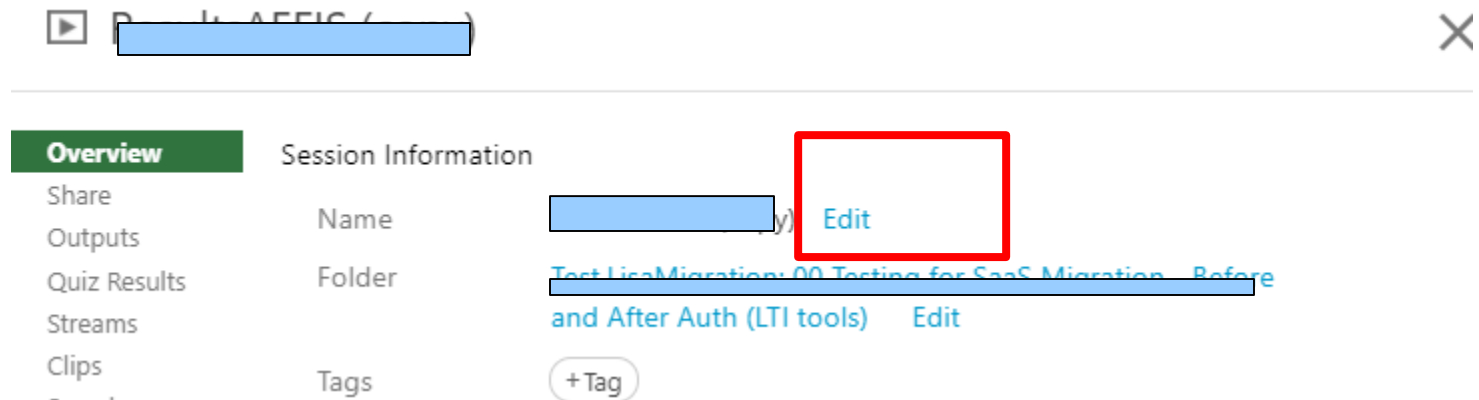
- Test.LisaMigration: 00 Testing for SaaS Migration - Before and After Auth (LT
- Warner.EDE484Sp2020.Individual: EDE484 Individual Projects - Spring 2020
- Videos in CHI151.2017FALL.16646: INTERMEDIATE CHINESE I - 2017FALL

All folders

- My Folder
- 2017Q2.BugTesting: 2017Q2 Bug and Feature Testing
- 2018Q2 Bug and Feature Testing
- ADMIN.Training.Assignments: Assignments Training Course
- ALC212.2017FALL.58533: CAREER SKILLS FOR THE 21ST C - 2017FALL
- ALC221.2017SPRING.56987: LEADERSHIP ISSUES IN MUSIC - 2017SPRING
- ALC221.2018SPRING.57189: LEADERSHIP ISSUES IN MUSIC - 2018SPRING
- ASE.SampleCourse.CHEM203: ORGANIC CHEMISTRY I - 2020SUMMER
- ASE.SampleCourse.CHIN101: Warner School 2020 Spring EDE486 - TIAN, GU
- ASE.SampleCourse.ME121: ENGINEERING MECHANICS II - 2020SUMMER
- ASL Common Videos
- ASL101.2015SUMMER.20690: BEGINNING AMER SIGN LANG I - 2015SUMMI



# Rename in new course folder



The screenshot shows a user interface for a course folder. At the top, there is a breadcrumb trail with a play button icon and a blue box containing the text "LIFE ( )". To the right of this trail is a close button (X). Below the trail is a horizontal line. On the left side, there is a sidebar with a green header "Overview" and a list of items: "Share", "Outputs", "Quiz Results", "Streams", and "Clips". The main content area is titled "Session Information" and contains a table with three rows: "Name", "Folder", and "Tags". The "Name" row has a blue box containing the text "y)" and an "Edit" button, which is highlighted with a red rectangle. The "Folder" row has a blue box containing the text "Test LisaMigration: 00 Testing for SaaS Migration - Before and After Auth (LTI tools)" and an "Edit" button. The "Tags" row has a "+Tag" button.

Session Information	
Name	y) Edit
Folder	Test LisaMigration: 00 Testing for SaaS Migration - Before and After Auth (LTI tools) Edit
Tags	+Tag





# Important Information

- This method does require that the links be recreated in the course.
  - Delete existing and recreate using the Panopto Video link tool or embedding
- This method allows you to copy only the videos you need ie. self-recorded videos
- Leave zoom class recordings with student info alone.



# RECONNECT OTHER TOOLS



# External Tools Reconnect

- Zoom Meeting Manager
- Qwickly Attendance
- Voicethread
- Yellowdig
- Perusall
- Padlet
- Piazza
- Gradescope
- GoReact
- Other School Specific Tools

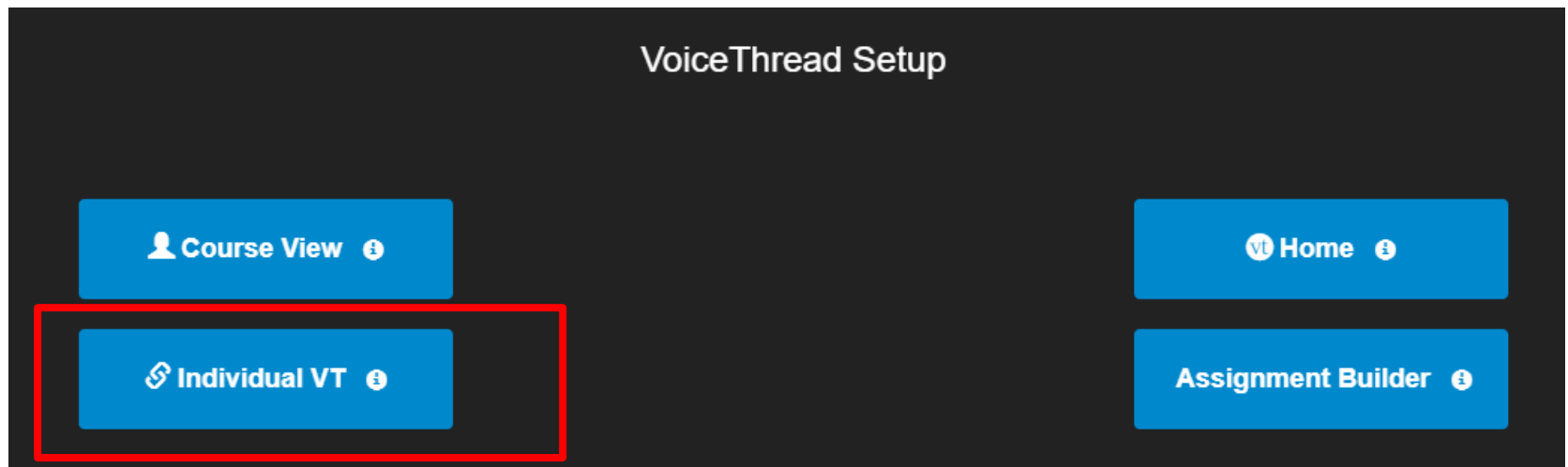


# Voicethread Specifics

- Every link needs to be reconnected
- If using individual VT, be sure to make a new copy without previous students comments



# Reinitialize the Link



# Choose the VT

The screenshot displays a VoiceThread interface. At the top left, there is a button labeled '+ Create new VoiceThread'. Below it is a search bar with the placeholder text 'Search VoiceThreads...' and a 'Search' button. A 'refresh list' link is visible. The list of threads includes:

- EDE484 Introductions (sp2021)
- Purdue University (Lisa Brown)
- Community of Inquiry (484F20)** (highlighted with a red box)
- The Missing Student - Case Study (484F20)
- Best Practices - Teacher Presence (484F20)
- Best Practices - Social Presence (484F20)

On the right side, a large dark overlay contains the text 'Select VoiceThread' with a question mark icon below it.

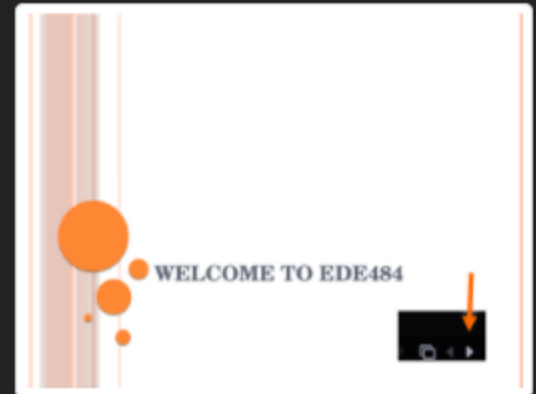


# Make a copy

## EDE484 Introductions (F2020)

Created by: Lisa Brown, VCE

[Preview](#) [Edit](#) [Make a new copy to share](#)



### Share link

<https://rochester.voicethread.com/share/16450426>

[Share with Class](#)



# Rename and Include MY comments only

×

Create a new copy of this VoiceThread. Title and describe this new version, then choose which comments to include.

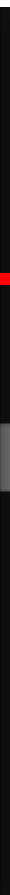
**New Title**

**New Description**

**New Tags**

**Which comments would you like to keep?**

Cancel Copy



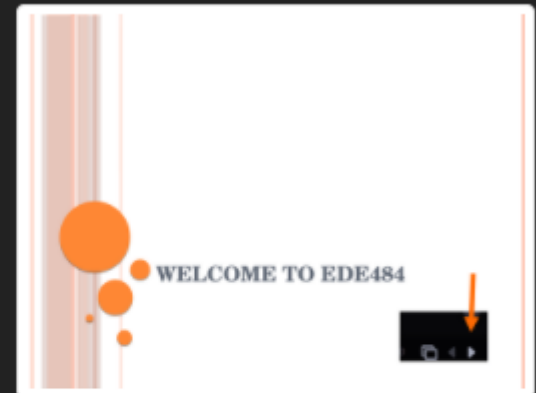


# Share New VT

## EDE484 Introductions (sp2021)

Created by: Lisa Brown, VCE

[Preview](#) [Edit](#) [Make a new copy to share](#)



### Share link

<https://rochester.voicethread.com/share/16634269>

[Share with Class](#)



# Yellowdig Specifics

- You can copy settings from an old community upon initial connection
- If you have multiple links, be sure to change ALL of them to the new link in THIS course

Yellowdig



# Copy Settings

Copy Settings From (Optional) i

- Rochester Test
- ONLINE TEACHING & LEARNING - 2020SPRING
- Yellowdig Engage
- Online Learning Faculty Workshop - 2020 Spring
- ONLINE TEACHING & LEARNING - 2020SUMMER



# Perusall Specifics

- Initialize a new course instance
- If Assignment names match you will not need to change anything else.

---

*Perusall*



# Padlet Specifics

- Create a new / clean Padlet without student comments and **update the Custom Parameters** to match the new Padlet.



# HELPFUL TIPS AND DEMO

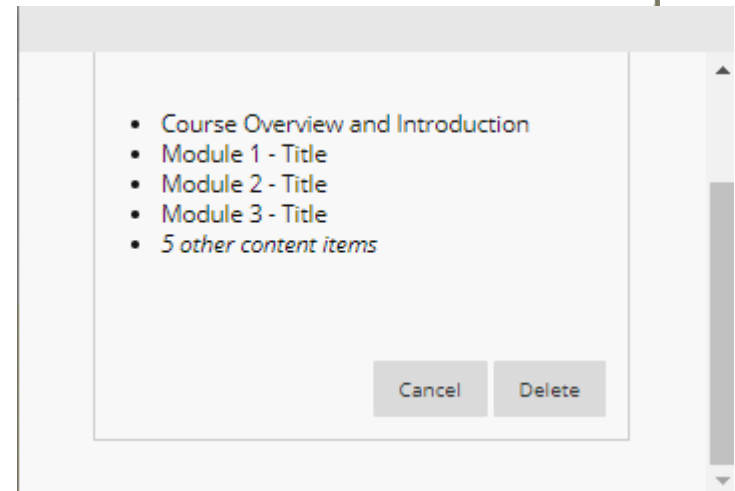
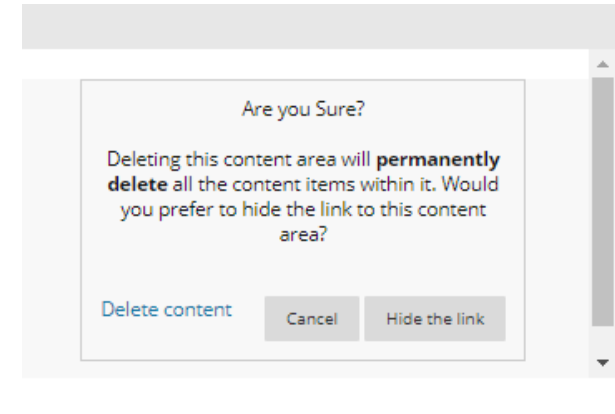
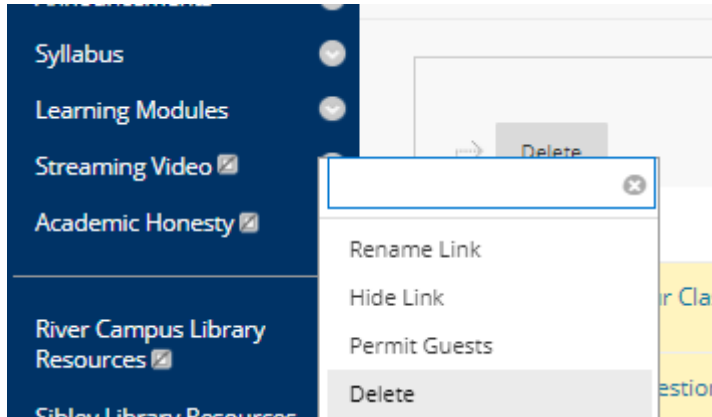


# Other Tips

- If you copy Announcements, you will need to delete old ones individually!
- If copying from Fall (where we used the new template)
  - delete Learning Modules in new course before Copy or Import.
  - Delete existing Tests, Discussion boards before Copy or Import

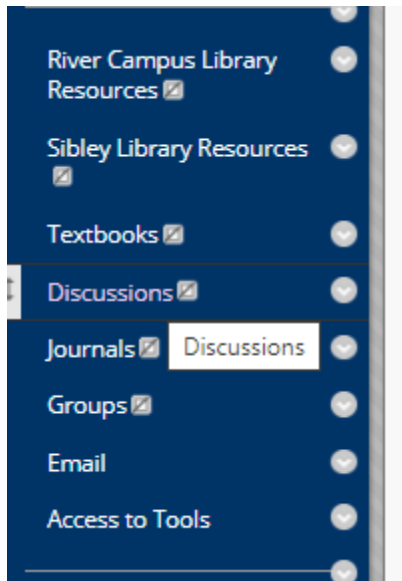


# Delete Learning Modules Content Area





# Delete Discussion Forums



Discussion Board

*Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual course lessons or for your co*

Create Forum

Delete

<input checked="" type="checkbox"/>	FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME
<input checked="" type="checkbox"/>	Meet your Classmates		0	0	0
<input checked="" type="checkbox"/>	Ask a Question		0	0	0
<input checked="" type="checkbox"/>	Discussion - Module 1		0	0	0
<input checked="" type="checkbox"/>	Discussion - Module 2		0	0	0
<input checked="" type="checkbox"/>	Discussion - Module 3		0	0	0



# Delete Tests

▼ <b>Course Tools</b>
Achievements
Announcements
Blogs
Contacts
Content Market Tools
Course Calendar
Date Management
Discussion Board
Glossary
Journals
Respondus LockDown Browser
Rubrics
Send Email
Tasks
Tests, Surveys, and Pools

Tests

*Tests are a means of assessing student performance. You have the option to build a test or import a test. [More Help](#)*

Build Test   Import Test

NAME ▲	DEPLOYED
Acceptance of Academic Honesty Policy	Course Home Page
Quiz - Module 1	No
Quiz - Module 2	No
Quiz - Module 3	No
Quiz - Module 4	No
Quiz - Module 5	No
Quiz - Module 6	No
Quiz - Module 7	No

Edit

Export to Local Computer

Export to Content Collection

Copy

Delete

Item Analysis

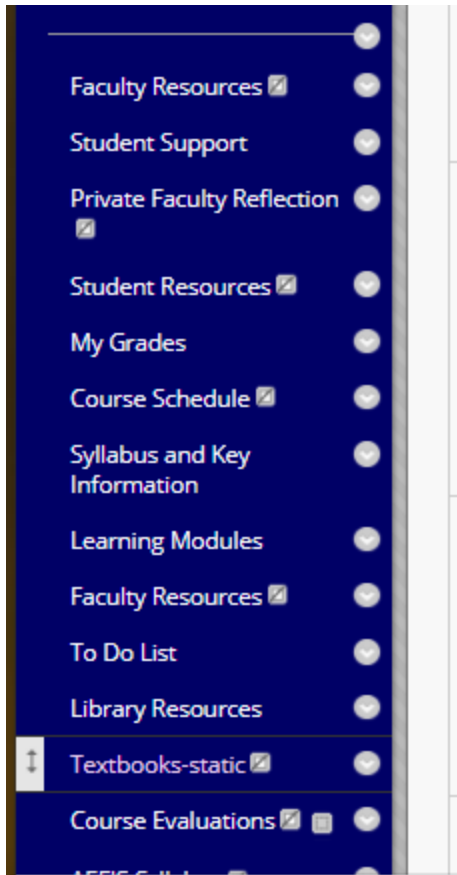


# Clean-Up

- Review your left hand menu and remove duplicate items
- Rearrange left hand items as appropriate after a copy/import
- Check discussion boards for leftover student posts and delete
- Convert anonymous posts to your account

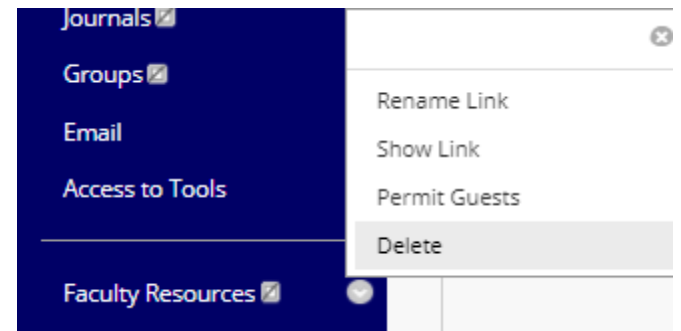


# Review Left Hand Menu



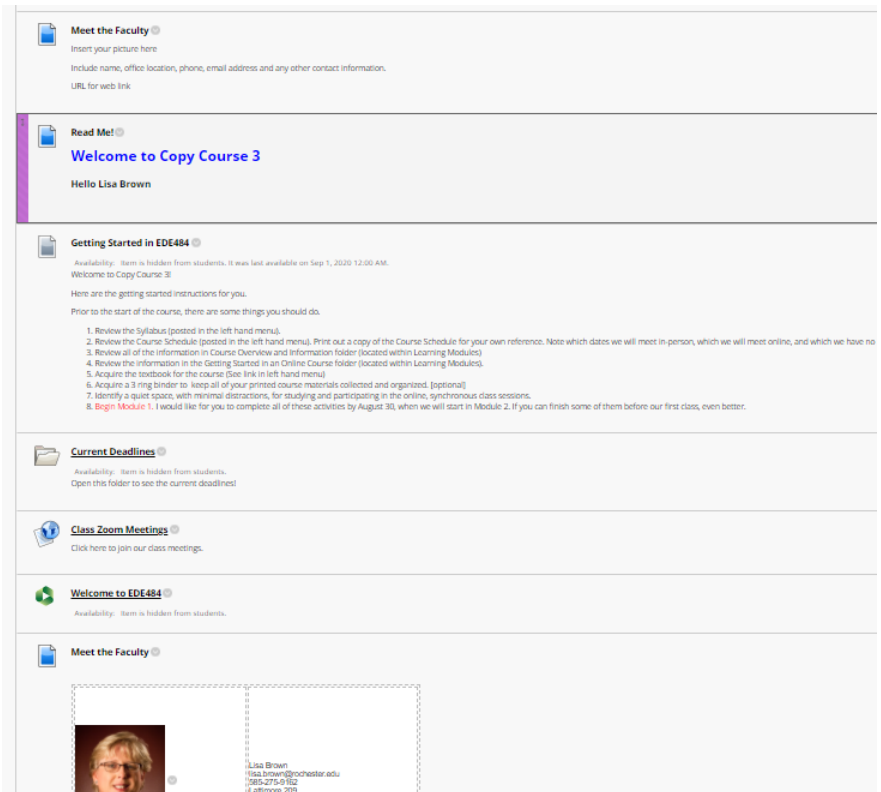
Delete Duplicates

Rearrange as Needed



# Look for Merged Content

- I did not remove the Course Home Page before copy. Content is both from the template and the copied course.



The screenshot displays a course home page with several sections. The first section is titled "Meet the Faculty" and contains a placeholder for a profile picture and fields for name, contact information, and a web link. The second section, "Read Me!", is titled "Welcome to Copy Course 3" and greets "Hello Lisa Brown". The third section, "Getting Started in EDE484", includes a list of instructions for students, such as reviewing the syllabus and course schedule, and acquiring a quiet space. The fourth section, "Current Deadlines", is a placeholder for a folder. The fifth section, "Class Zoom Meetings", is a placeholder for a link to class meetings. The sixth section, "Welcome to EDE484", is a placeholder for a welcome message. The seventh section, "Meet the Faculty", shows a profile picture of Lisa Brown and her contact information: Lisa Brown, lisa.brown@rochester.edu, 1552747112, Lattimore 209.



# Delete Student Discussion Posts

## Forum: Ask a Question

Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access

Create Thread    Subscribe

<input type="checkbox"/>	Thread Actions	Collect	Delete	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO
<input type="checkbox"/>				11/16/20 1:40 PM	<a href="#">Brown Edu Link broken</a>	Anonymous	Published	1	0



# Delete Student Discussion Posts

Forum: M6 - Discussion  
*Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies*

Create Thread   Grade Discussion Forum   Subscribe

<input checked="" type="checkbox"/>	Thread Actions	Collect	Delete	<input checked="" type="checkbox"/>	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	9/30/20 10:31 PM	#17: Try a Technique or Tool	Anonymous	Published	1
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	9/30/20 9:24 PM	Template 12: PowerPoint	Anonymous	Published	1
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	9/30/20 7:15 PM	#9 Case Study Analysis	Anonymous	Published	1
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	9/29/20 10:20 PM	Assignment Template #14: Review of Articles, Video, Podcasts and Other Media	Anonymous	Published	1
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	9/29/20 8:47 PM	Template #15: Developing a Podcast	Anonymous	Published	1
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	9/29/20 3:50 PM	#1 Video Viewing	Anonymous	Published	1
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	9/29/20 3:23 PM	Online Artifact Jigsaw	Anonymous	Published	1

Thread Actions   Collect   Delete



# Change Anonymous Posts

## Set Author of Anonymous Posts

This discussion board contains threads that were made anonymous as part of course export or course copy. Would you like to set a user in this course as the author of these threads?

Not now. Ask again later

If you don't see the desired user in this list, check to ensure that the user has been added to this course.

Cancel

Submit

Not now. Ask again later

Not now. Ask again later

No, leave the messages as anonymous. check to

Set Lisa Brown as author.





**THANK YOU  
QUESTIONS?**



# More Workshops

<http://rochester.edu/online-learning/index.html>

- **Blackboard has a new Zoom connection tool – the Zoom Meeting Manager**
  - Dates: *Friday, January 22, 12 noon*



# Video Tutorials

- <http://rochester.edu/online-learning/disruption/index.html>

