

How to Copy Materials from a Previous Course

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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)

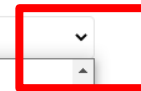
Perusall Test Course (Test.Perusall)

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

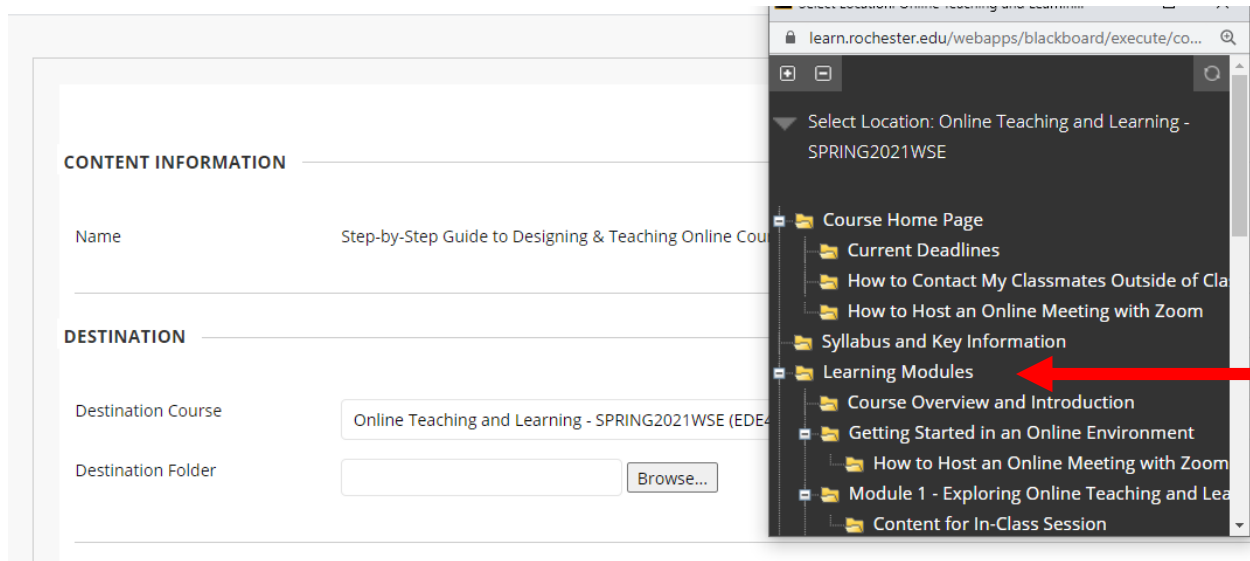
Attachments and embedded links c

File Links

Click **Submit** to proceed.



Choose the Folder to Copy INTO



The image shows a Blackboard course page with a file explorer 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 explorer 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 (highlighted with a red arrow)
 - 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



Item cannot be copied at all

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

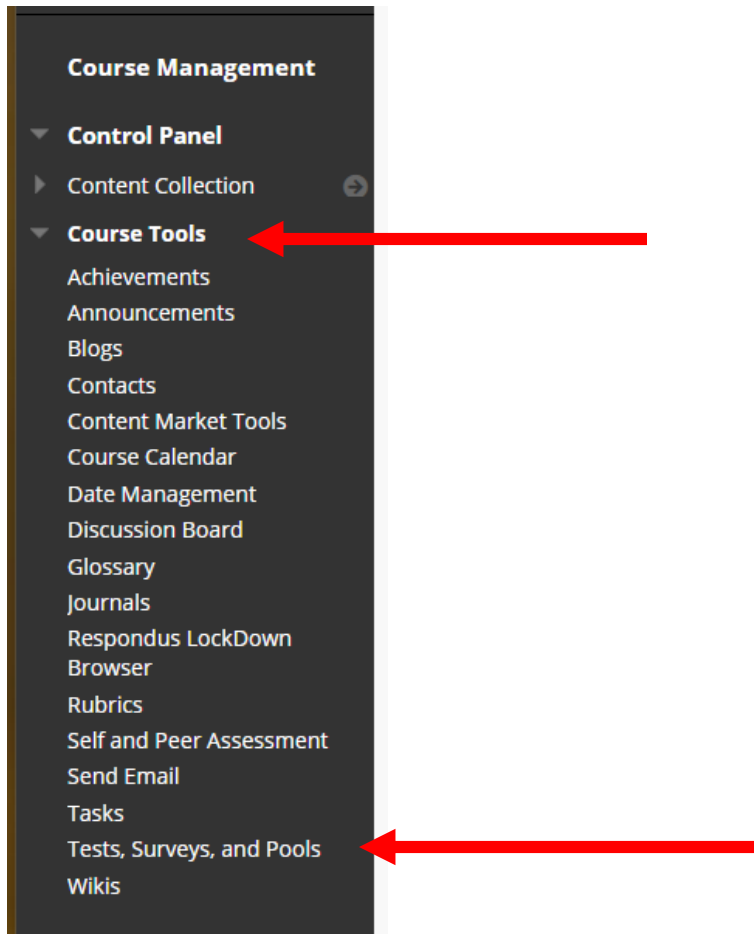


COPY TEST/SURVEYS



Course Management Menu

Course Tools






Export to Local Computer


Tests

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

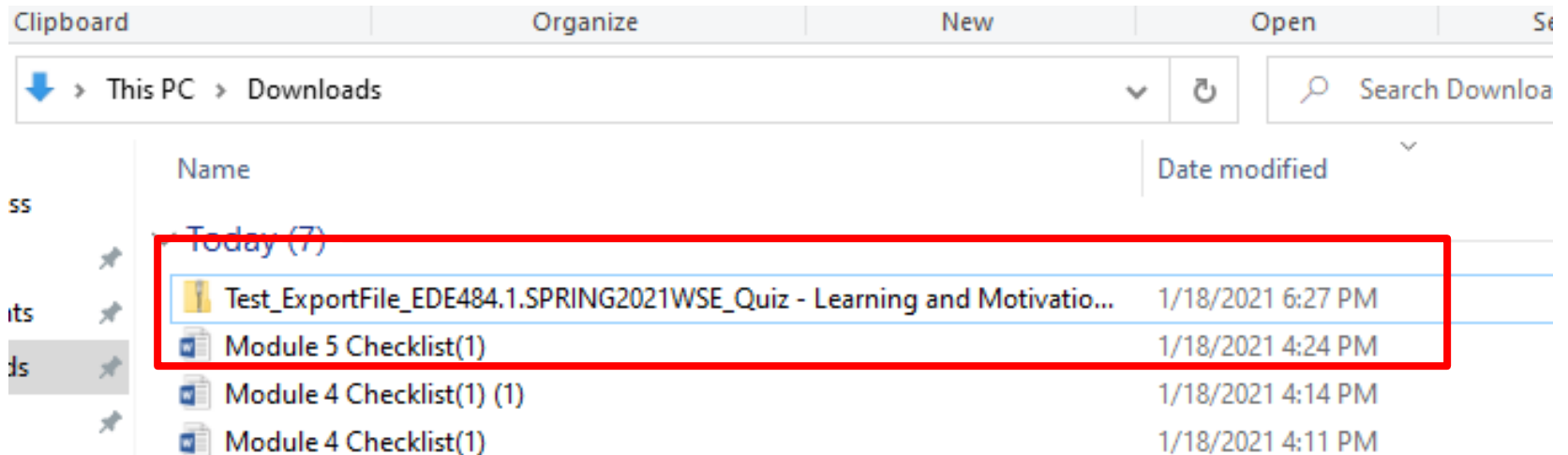
Build Test Import Test

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 image 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 as follows:

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

A red rectangular box highlights the file "Test_ExportFile_EDE484.1.SPRING2021WSE_Quiz - Learning and Motivatio..." and the "Module 5 Checklist(1)" file below it.



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

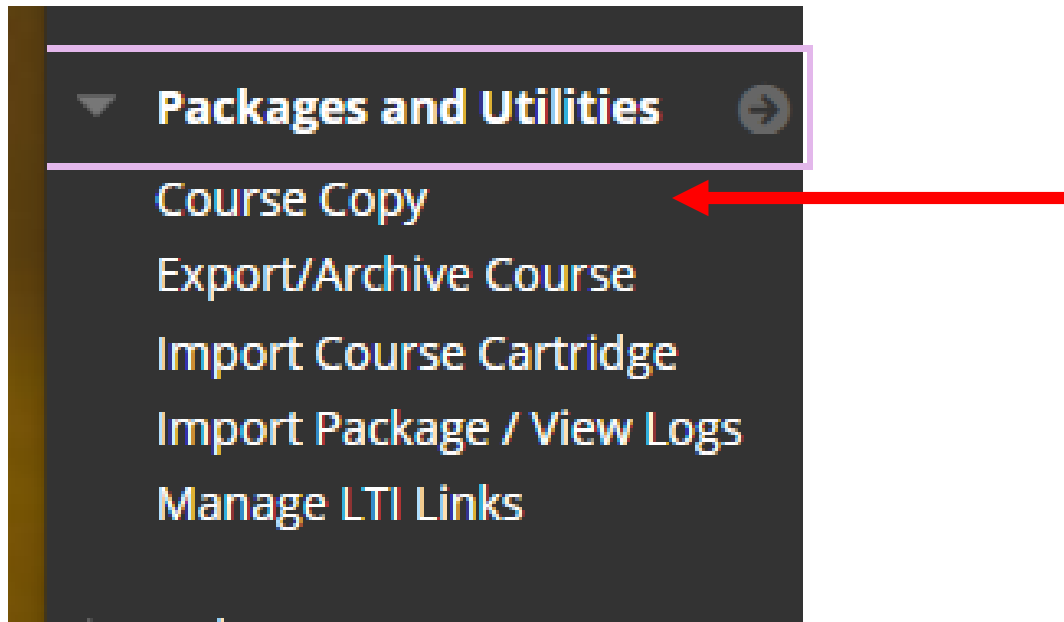
Submit



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

This needs to be checked to copy Tests

Recommend –
Select All and
use Default
choices, except
Announcement

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

Do NOT copy
Availability



Select Course Materials

Select All Unselect All

Content Areas

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

Remove
some of
these if
you don't
want
them
copied

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

Uncheck this
if you want to
start fresh

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

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Tasks

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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)



Enrollments

ENROLLMENTS

Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

Enrollments Include Enrollments in the Copy

Do Not Choose!
This will move the STUDENTS!



Wait for Email!

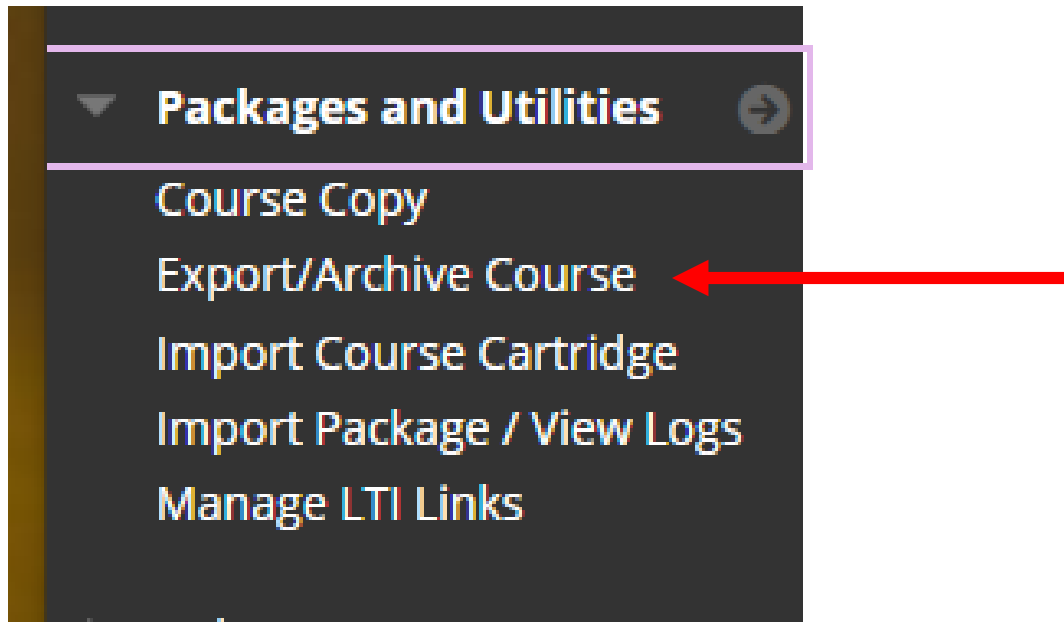
- New copied information will appear at the bottom of the left hand menu
- Some information may be merged in existing menus



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

This needs to be checked to copy Tests

Recommend –
Select All and
use Default
choices, except
Announcement

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

Do NOT copy
Availability



Select Course Materials

Select All

Unselect All

Content Areas

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

Remove
some of
these if
you don't
want
them
copied

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

Uncheck this
if you want to
start fresh

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 want to use this option if you are sharing content with another instructor.

Export Package Archive Course

Refresh

FILE NAME

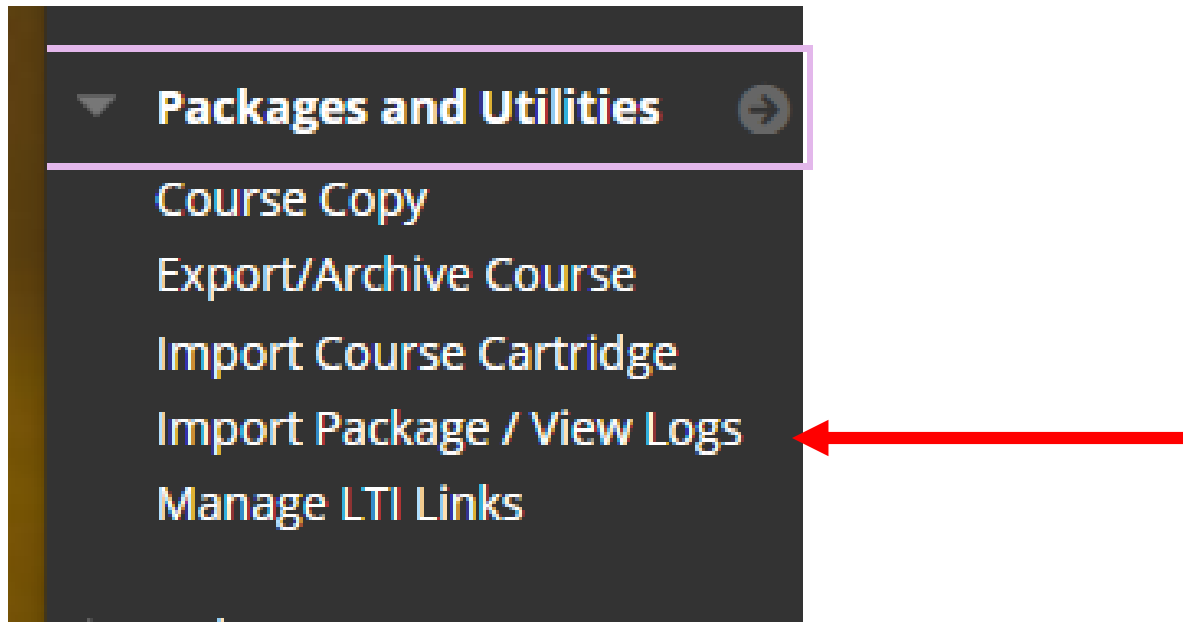
ExportFile_EDE484.1.SPRING2021WSE_20210118063853.zip



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

Recommend to
Select All

Only what you
exported will be
included!

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
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- Wikis





Panopto™

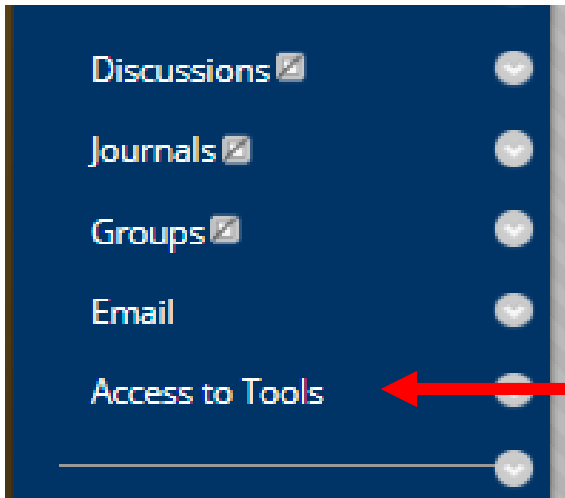
CONNECTING PANOPTO



OPTION 1: ADD FOLDER TO THIS COURSE



Access Panopo Tool



Tools

A light gray rectangular area containing several tool links. Each link consists of an icon, a title, a 'Hide Link' button, and a brief description. The tools shown are: 'AEFIS tools' (orange circle icon) with description 'View syllabus, evaluations, assessments and more.'; 'Achievements' (star icon) with description 'Achievements'; 'My Grades' (document icon) with description 'Displays detailed information about your grades.'; and 'Panopto Content' (green cube icon) with description 'Panopto Content'. The 'Panopto Content' link is enclosed in a red rectangular box.



Panopto Folder View

Panopto Content

Search in folder "Structured.Template.G..." Powered by Panopto Help

Structured.Template.Generic: Structured Template for Courses updated 2020 Share Grid Settings Feed Link

Sort by: Name Duration Date

This folder contains no videos.

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 shows the Panopto interface with a settings modal open for the folder 'EDE484.1.SPRING2021WSE: Online Teaching and Learning SPRING2021WSE'. The modal has a red box around the close button (X) in the top right corner. The settings are as follows:

- Overview**
 - Enable podcast feed
 - Allow viewers to make notes public
 - Email viewers when new videos are ready
 - Disable comments on all sessions in this folder
- Share**
- Order**
- Manage**
- Downloads**
 - Download enabled:
- Smart Chapters**
 - Enable Smart Chapters:
- iTunesU Category**
 - Category:
 - If you publish this folder's RSS feed to iTunesU, it will appear in this category.
- Availability**
 - Folders can be made available after a start date and before an end date. The availability for a single session may override the availability for its parent folder.
 - To prevent new sessions from being published to viewers before approval, set folder availability to "never". Sessions can then be made available by editing them or by setting availability for each individual session.
 - Sessions become available
 - when approved by a publisher
 - immediately



All Panopto Functionality

The screenshot displays the Panopto web interface. At the top, there is a navigation bar with the Panopto logo, a search bar containing the text "Search in folder 'EDE484.1.SPRING2021...'", and a green "Create" button with a dropdown arrow. On the left side, a sidebar menu lists navigation options: Home, My Folder, Shared with Me, Everything, and Browse (which is highlighted). The main content area shows a folder titled "EDE484.1.SPRING2021WSE: Online Teaching and Learning - SPRING2021WSE". Below the folder name are several action buttons: an up arrow, a "Refresh" button, three view icons (grid, list, and list with details), a "Filter by date" button, and a checkbox labeled "Show scheduled recordings". Below these buttons, the text "Sort by: Name Duration Date" is displayed with a downward arrow. A dashed box contains a "+ Add folder" button. At the bottom of the main area, the text "This folder contains no videos." is shown.



Important Information

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



Hide Recordings



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



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)



OPTION 2: MAKE COPIES OF VIDEOS



Copy Videos to Reuse

▶ Best Practices Review



Overview

Share

Outputs

Quiz Results

Streams

Clips

Search

Captions

Manage

Log

Manage Session

Session ID

6ce94447-f222-4a29-a5d6-ade400114fb9

Delivery ID

6df9018c-502b-423b-8657-ade400114fc1

Status

Ready to view [Refresh](#)

Media type

HLS

Disable seek and variable speed playback

Site default (No) ▼

Disables the seek and variable speed playback (VSP) controls in the interactive and embed web viewer until the user has viewed more than 95% of the video. If the percentage value is set to zero or greater than 100%, then the seek and VSP controls are always disabled.

Merge into another session

Existing session

Choose a folder or start typing to search ▼

-- Not selected -- ▼

Copy session

New session

Best Practices Review (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 session to

EDE484 Common Videos ▼

[Copy](#)



Move to New Course Folder

The screenshot shows a course management interface. At the top, there is a breadcrumb trail with a blue box highlighting the current course name. Below this, there are two tabs: "Overview" (selected) and "Session Information". Under "Overview", there are links for "Share", "Outputs", "Quiz Results", "Streams", and "Clips". Under "Session Information", there are fields for "Name", "Folder", and "Tags". The "Folder" field contains the text "Test.LisaMigration: 00 Testing for SaaS Migration - Before and After Auth (LTI tool)" and has an "Edit" link next to it. A red box highlights the "Folder" field and the "Edit" link. Below the "Folder" field, there is a "+ Tag" button and a dropdown menu. The dropdown menu is open, showing a list of 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

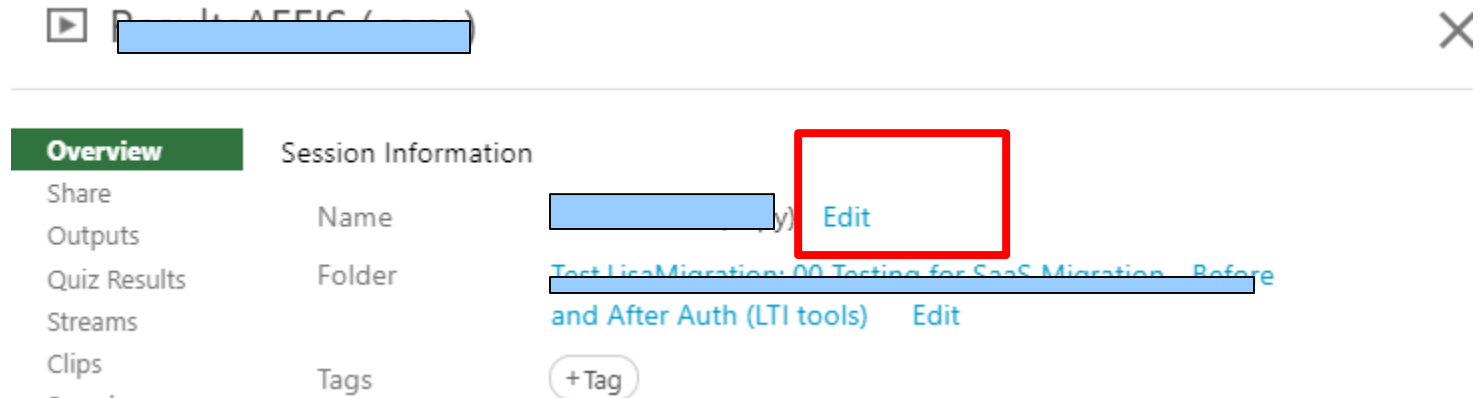
- Test.LisaMigration: 00 Testing for SaaS Migration - Before and After Auth (LTI tool)
- Warner.EDE484Sp2020.Individual: EDE484 Individual Projects - Spring 2020
- Videos in CHI151.2017FALL.16646: INTERMEDIATE CHINESE I - 2017FALL

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 - 2015SUMMER



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

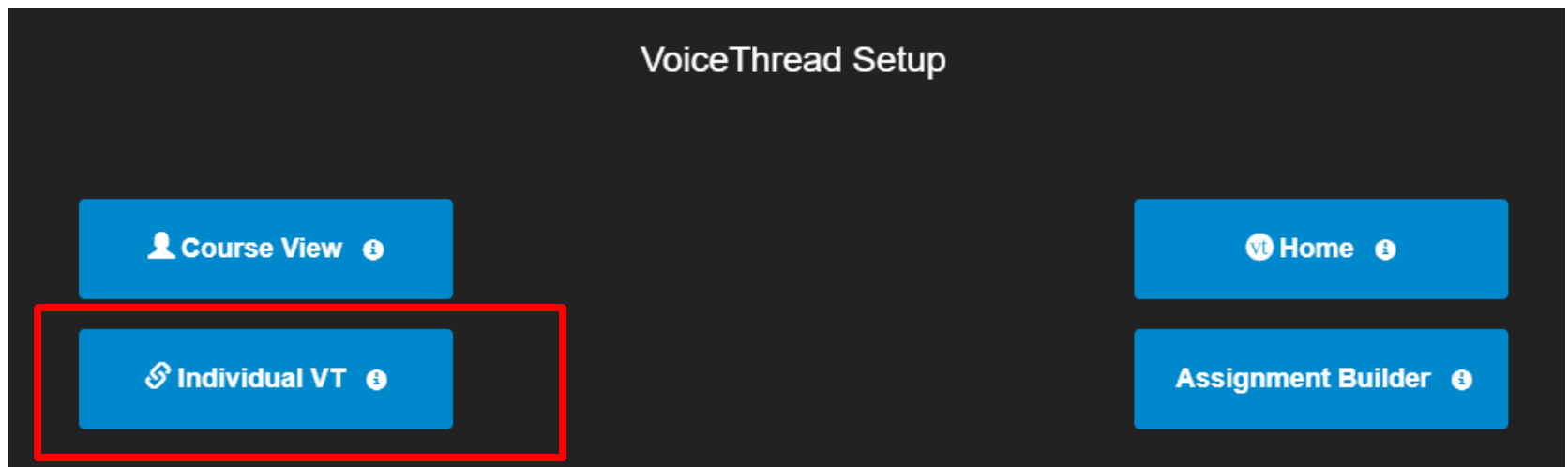


Voicethread Specifics

- Every link needs to be reconnected
- If using individual VT or assignment comment type, 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 text 'Search VoiceThreads...' and a 'Search' button. A 'refresh list' link is also present. The main area shows a list of threads:

- 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)
- Best Practices - Cognitive

On the right side of the interface, there is a button labeled 'Select VoiceThread' with a question mark icon below it.

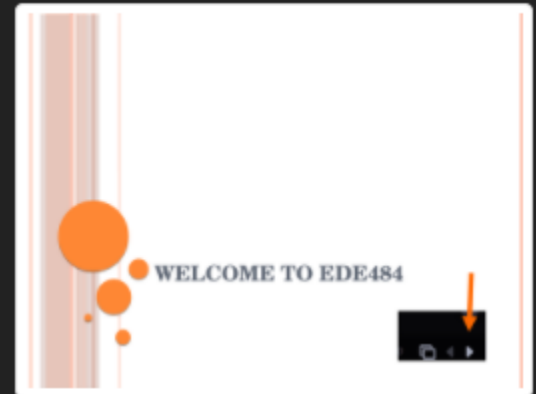


Make a copy

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

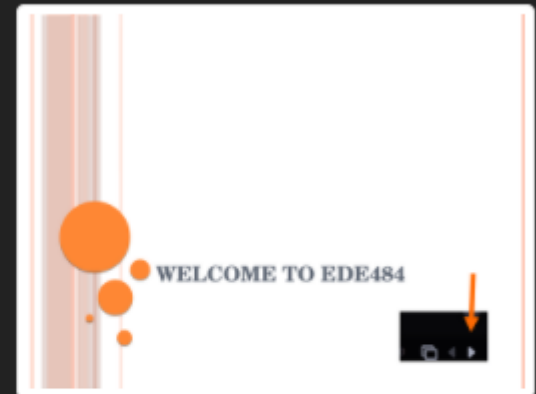


Share New VT

EDE484 Introductions (sp2021)

Created by: Lisa Brown, VCE

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



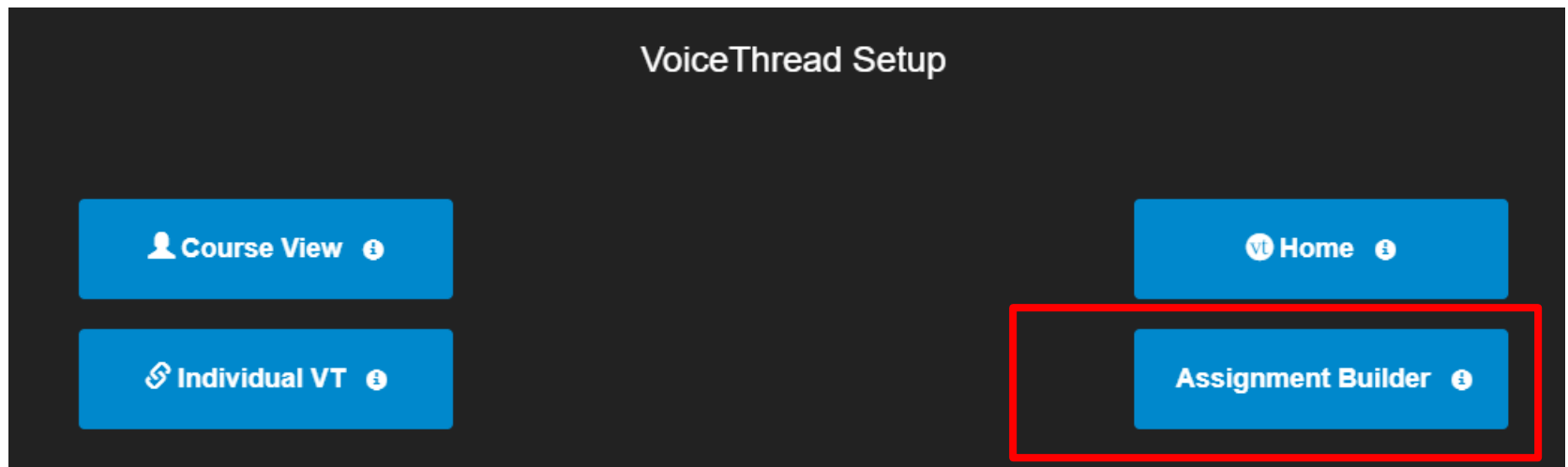
Share link

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

[Share with Class](#)



Reinitialize the Link



Comment Assignment



Assignment Builder

Create

Students are required to make a VoiceThread using a video, image, document, or presentation.

Comment

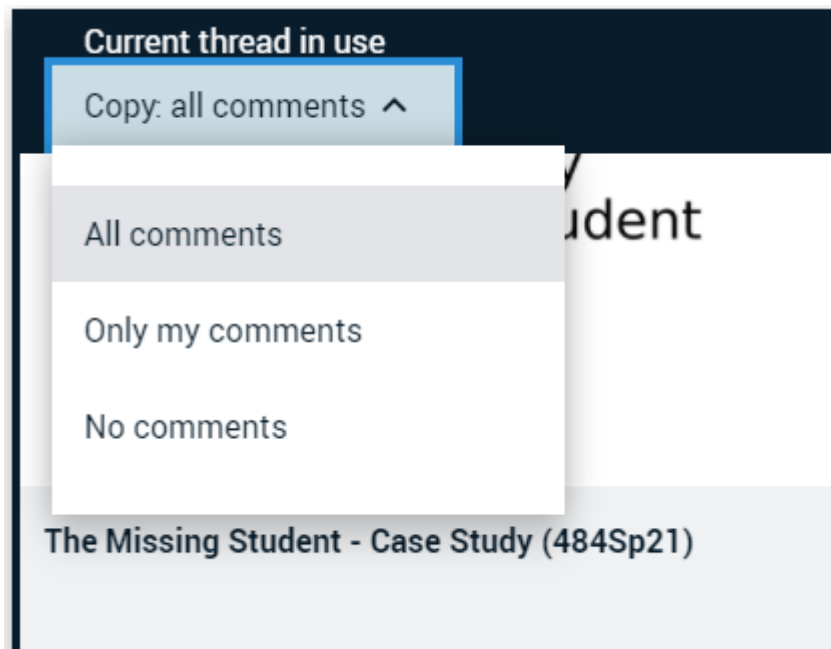
Students are required to make a comment on a VoiceThread.

Watch

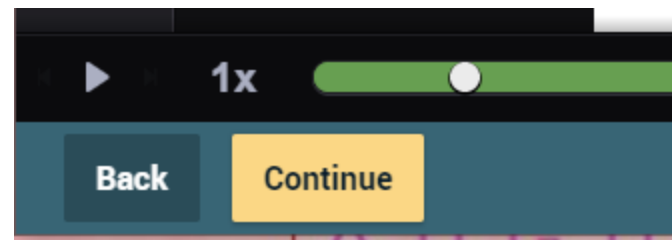
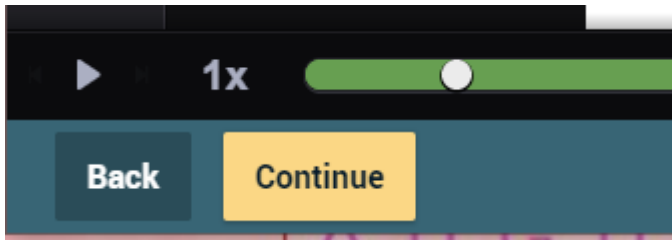
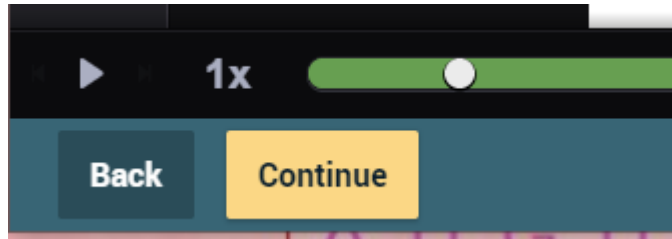
Students must watch or listen to an entire VoiceThread.



Choose and Select include Only My Comment



Finish Setup and Publish



vt Assignment Builder

Assignment name

Assignment instructions

Example URL

Message shown to student after they submit

You have successfully submitted the assignment

Start date

Back Publish

A screenshot of a web-based form titled 'vt Assignment Builder'. The form contains several input fields: 'Assignment name', 'Assignment instructions', 'Example URL', 'Message shown to student after they submit' (with the text 'You have successfully submitted the assignment' already entered), and 'Start date'. At the bottom of the form, there are two buttons: a dark blue 'Back' button and a yellow 'Publish' button.

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)



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.



Library Resources

- Links to eBooks from UR Libraries created prior to September 2021 need to be updated due to a change in the UR system.
- Old links are in the form of tinyurl.com
- Contact your librarian for assistance



HELPFUL TIPS AND DEMO

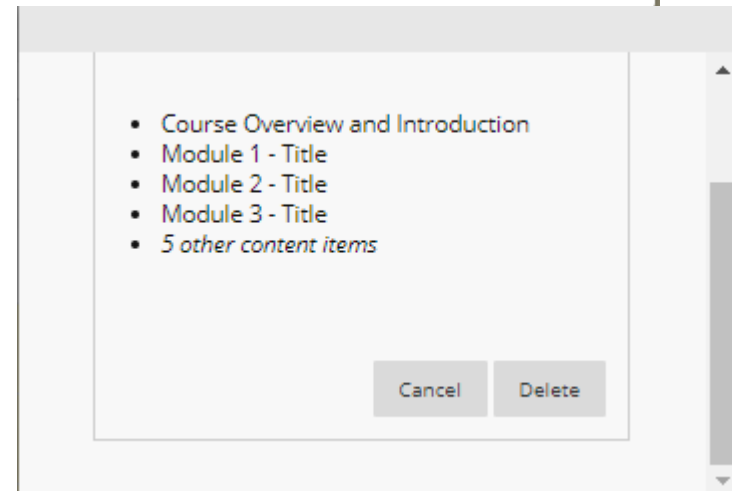
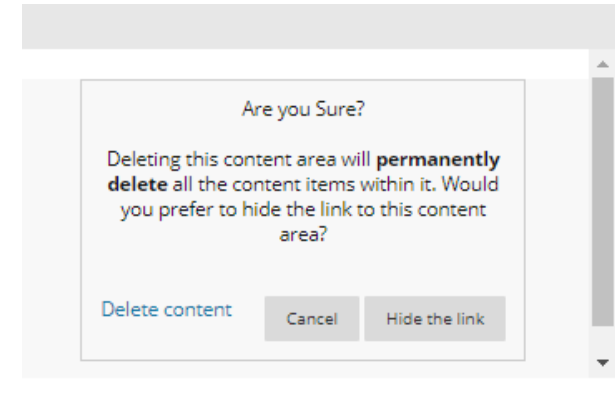
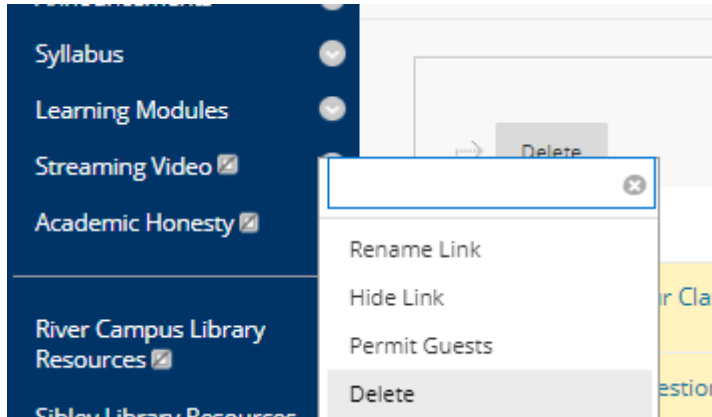


Other Tips

- If you copy Announcements, you will need to delete old ones individually!
- If copying from anytime since Fall 2020 (where we used the new template)
 - delete Learning Modules in new course before Copy or Import.



Delete Learning Modules Content Area

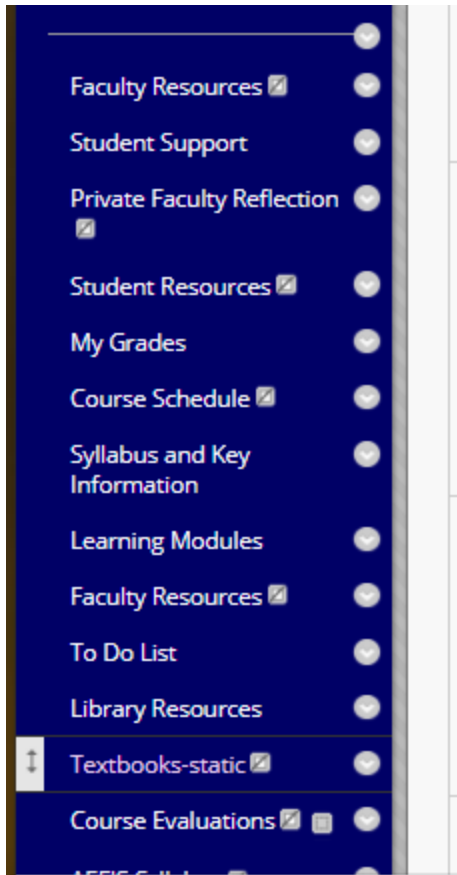


Clean-Up

- 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

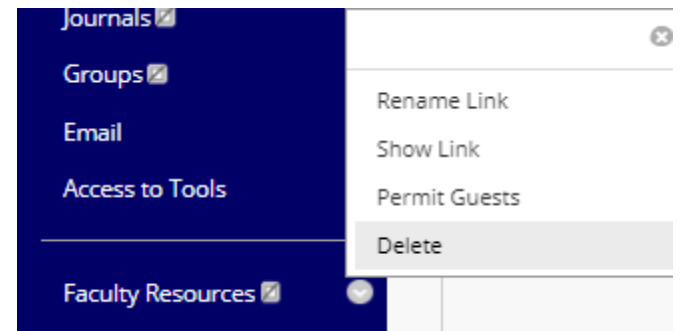


Review Left Hand Menu



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 top section is titled "Meet the Faculty" and contains a placeholder for a profile picture and fields for name, contact information, and a web link. Below this is a "Read Me!" section with the heading "Welcome to Copy Course 3" and a greeting "Hello Lisa Brown". The next section is "Getting Started in EDE484", which includes a list of instructions for students to follow before the course begins. This section contains text from both the original template and the copied course. The "Current Deadlines" section is a placeholder for a folder. The "Class Zoom Meetings" section is a placeholder for a link to class meetings. The "Welcome to EDE484" section is a placeholder for a welcome message. The bottom section is another "Meet the Faculty" section, which shows a profile picture of Lisa Brown and her contact information: Lisa Brown, lisa.brown@rochester.edu, 193-2747-1112, 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	Brown Edu Link broken	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	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS
<input checked="" type="checkbox"/>				9/30/20 10:31 PM	#17: Try a Technique or Tool	Anonymous	Published	1
<input checked="" type="checkbox"/>				9/30/20 9:24 PM	Template 12: PowerPoint	Anonymous	Published	1
<input checked="" type="checkbox"/>				9/30/20 7:15 PM	#9 Case Study Analysis	Anonymous	Published	1
<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"/>				9/29/20 8:47 PM	Template #15: Developing a Podcast	Anonymous	Published	1
<input checked="" type="checkbox"/>				9/29/20 3:50 PM	#1 Video Viewing	Anonymous	Published	1
<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>



Video Tutorials

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

