

# 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.

Contextual menu for the second item:

- 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

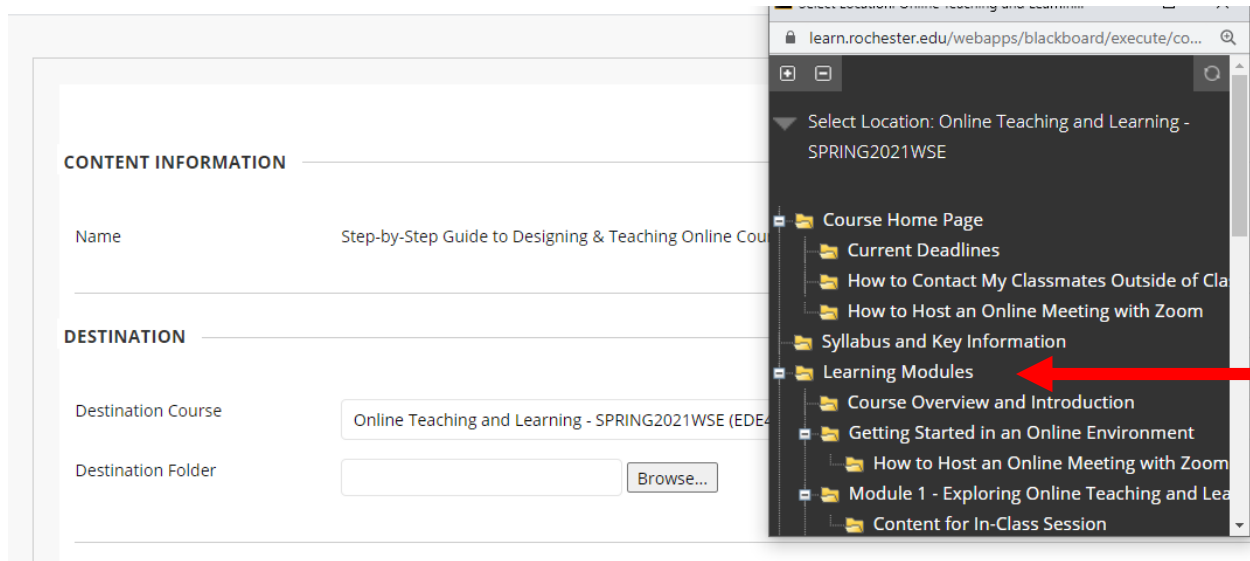
Attachments and embedded links c

File Links

Click **Submit** to proceed.



# Choose the Folder to Copy INTO



The image shows a Blackboard course shell interface with a file browser overlay. The interface includes a "CONTENT INFORMATION" section with a "Name" field containing "Step-by-Step Guide to Designing & Teaching Online Cour..." and a "DESTINATION" section with a "Destination Course" dropdown set to "Online Teaching and Learning - SPRING2021WSE (EDE..." and a "Destination Folder" field with a "Browse..." button. The file browser overlay, titled "Select Location: Online Teaching and Learning - SPRING2021WSE", displays a tree view of folders. A red arrow points to the "Learning Modules" folder.

**CONTENT INFORMATION**

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

**DESTINATION**

Destination Course Online Teaching and Learning - SPRING2021WSE (EDE...

Destination Folder  Browse...

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

Browse...



Item can only be copied within SAME course



Item cannot be copied at all

al Desig

structio

Edit

Make Unavailable

Adaptive Release

Adaptive Release: Advanced

Set Review Status(Disabled)

is hidde

Metadata

Statistics Tracking (On/Off)

ward

User Progress

Move

Change Due Date

Delete

esson

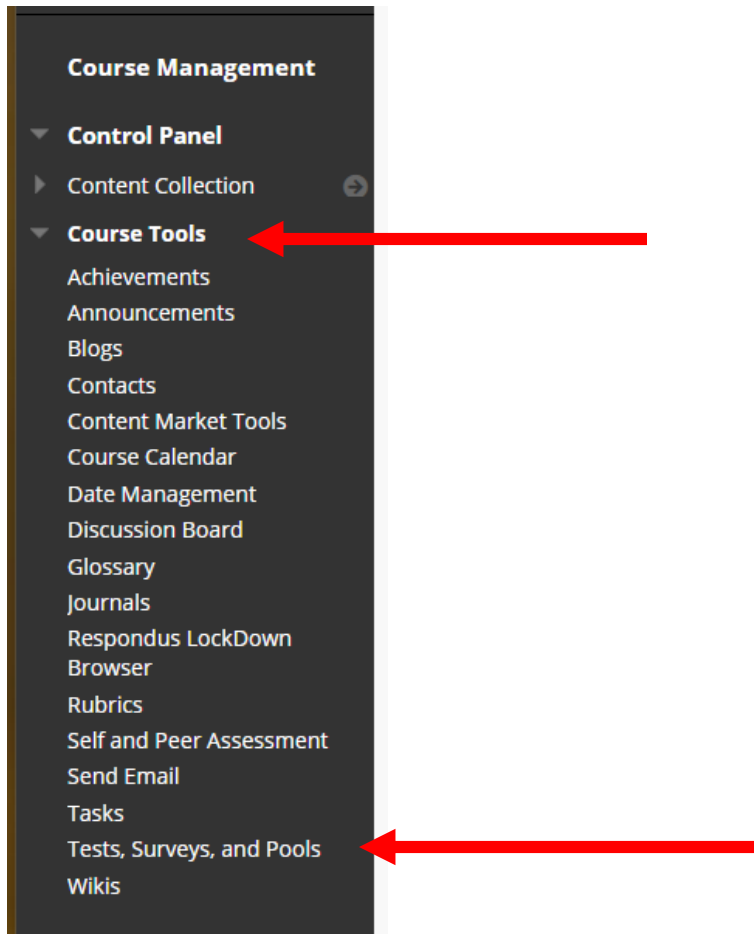


# **COPY TEST/SURVEYS**



# Course Management Menu

## Course Tools






# Export to Local Computer


Tests

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

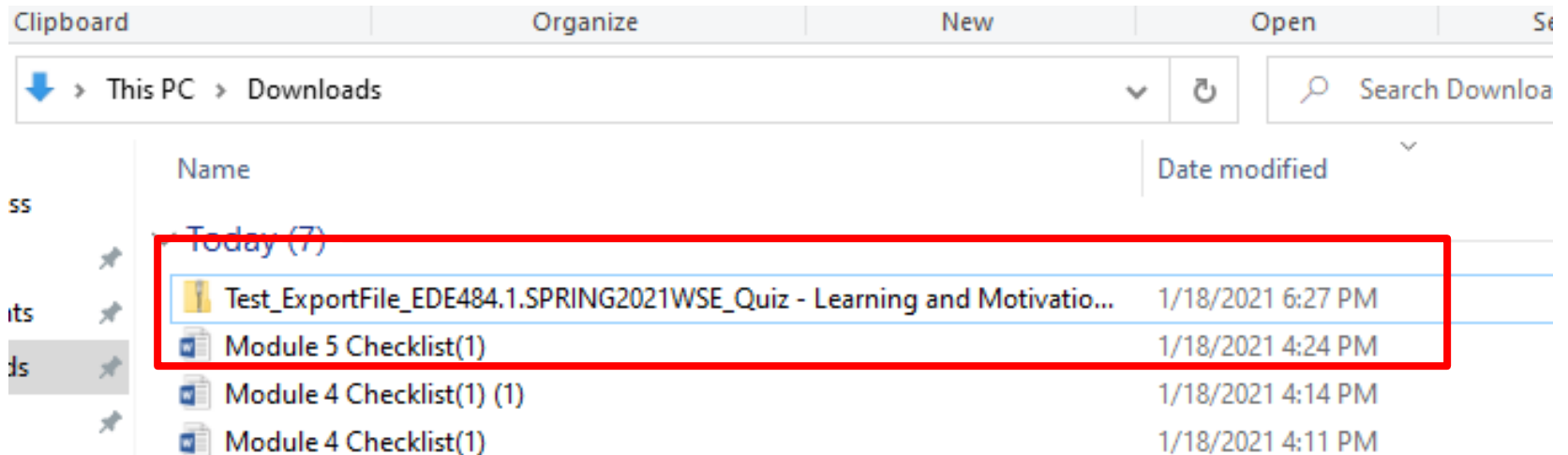
Build Test   Import Test

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 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

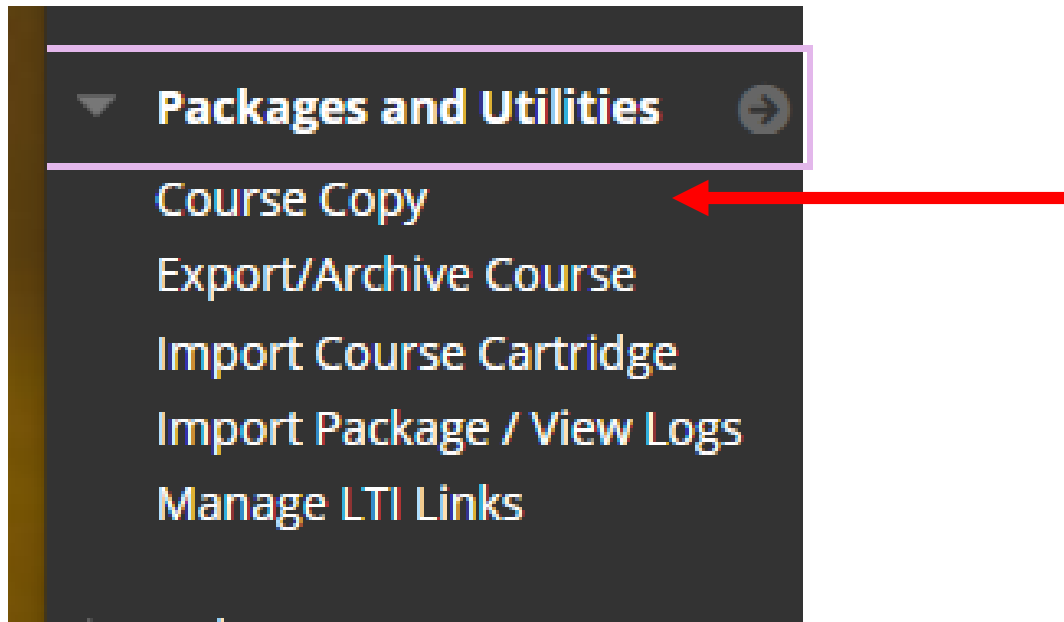




# COURSE COPY FUNCTION



# 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

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



# Choose File Attachments

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## FILE ATTACHMENTS

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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!

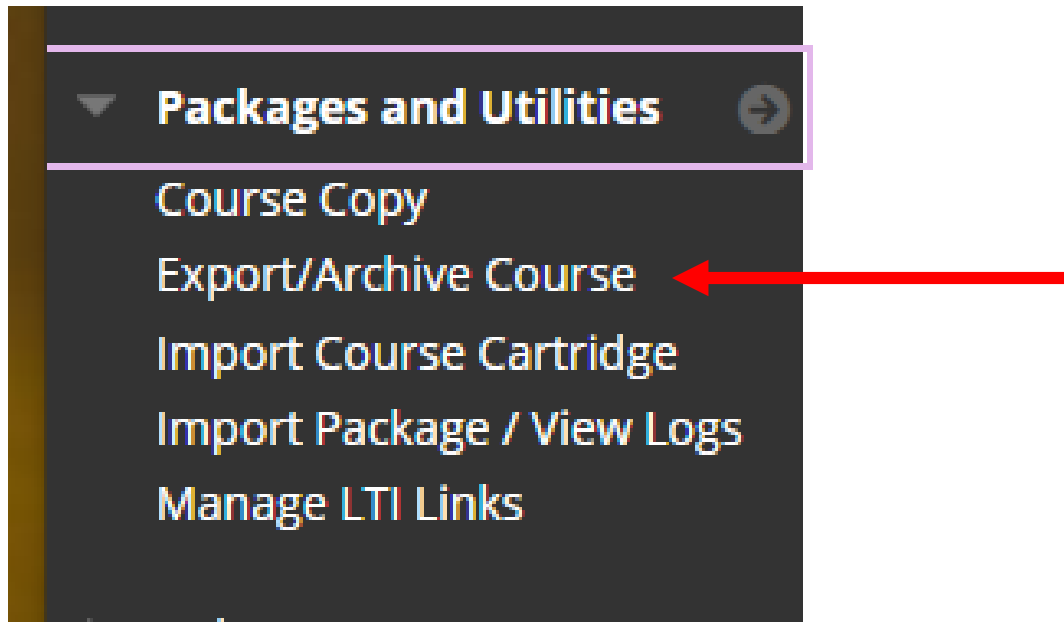
- New copied information will appear at the bottom of the left hand menu
- Some information may be merged in existing menus



# 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 LMS.*

Export Package    Archive Course

Refresh

FILE NAME

ExportFile\_EDE484.1.SPRING2021WSE\_20210118063853.zip

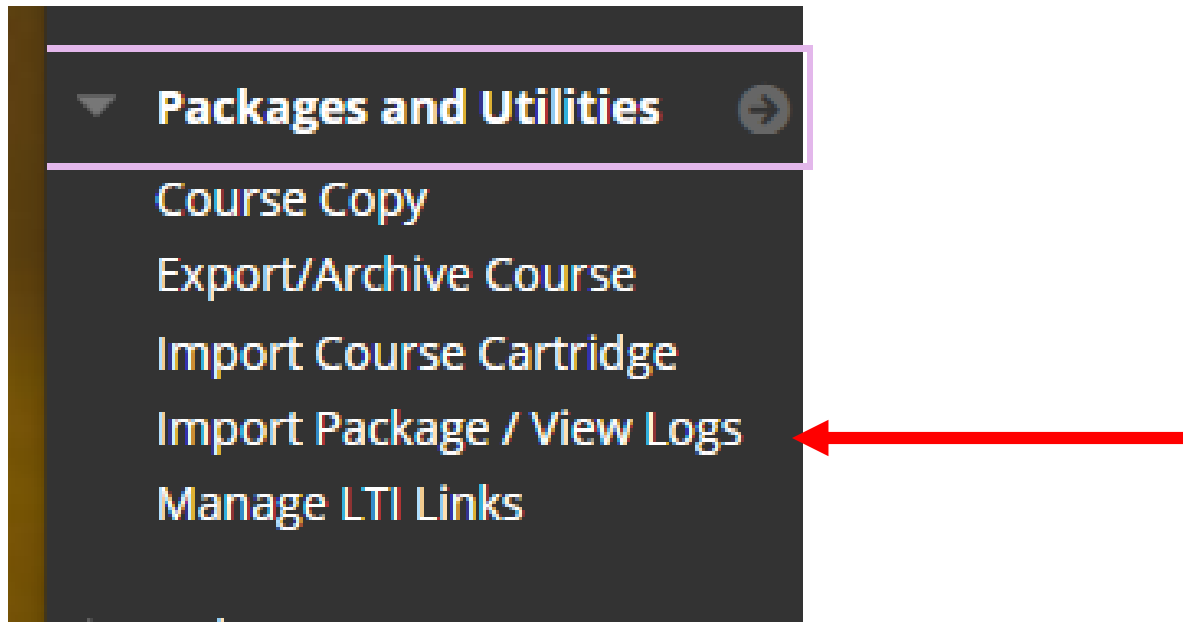


Click to Download





# 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
  - Duration
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis





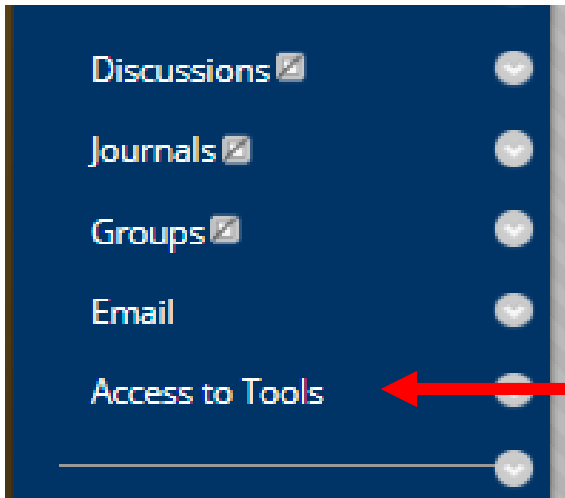
# CONNECTING PANOPTO



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





# Access Panopo Tool





## Tools

Tools

 **AEFIS tools** [Hide Link](#)  
*View syllabus, evaluations, assessments and more.*

 **Achievements** [Hide Link](#)  
*Achievements*

 **My Grades** [Hide Link](#)  
*Displays detailed information about your grades.*

 **Panopto Content** [Hide Link](#)  
*Panopto Content*



# 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 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
- 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 includes "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 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 dropdown 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. 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

Tags + Tag

Quick access

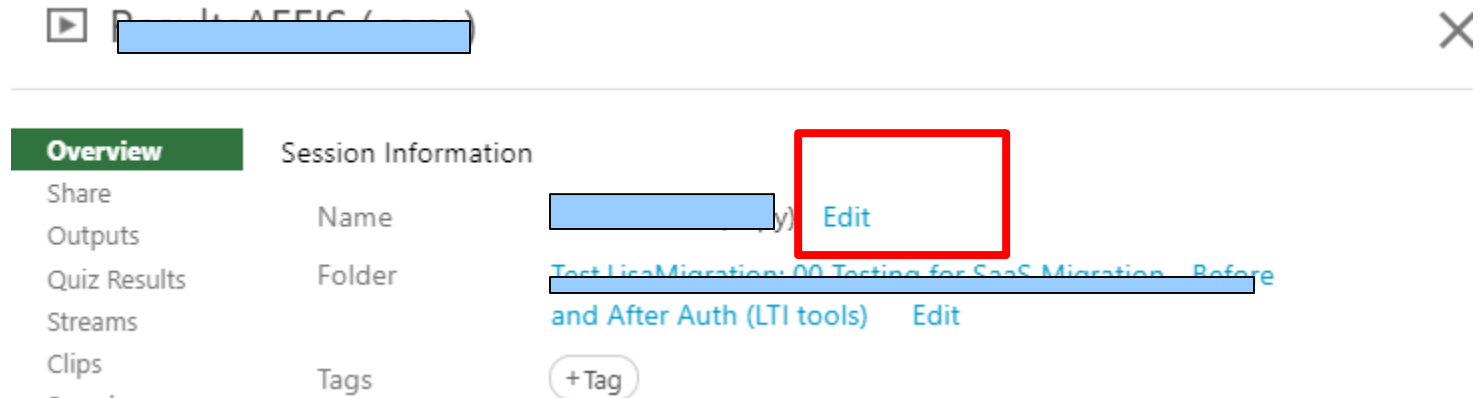
- Test.LisaMigration: 00 Testing for SaaS Migration - Before and After Auth (LTI tool)
- Warner.EDE484Sp2020.Individual: EDE484 Individual Projects - Spring 2020
- Videos in CHI151.2017FALL.16646: INTERMEDIATE CHINESE I - 2017FALL

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 course folder interface. At the top, there is a breadcrumb trail with a play button icon and a blue highlighted folder name. A close button (X) is in the top right corner. Below this is a navigation menu with 'Overview' selected. The main content area is titled 'Session Information' and contains a table with the following rows:

Session Information	
Name	[Redacted] <a href="#">Edit</a>
Folder	<a href="#">Test LisaMigration: 00 Testing for SaaS Migration - Before and After Auth (LTI tools)</a> <a href="#">Edit</a>
Tags	<a href="#">+ Tag</a>



# 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

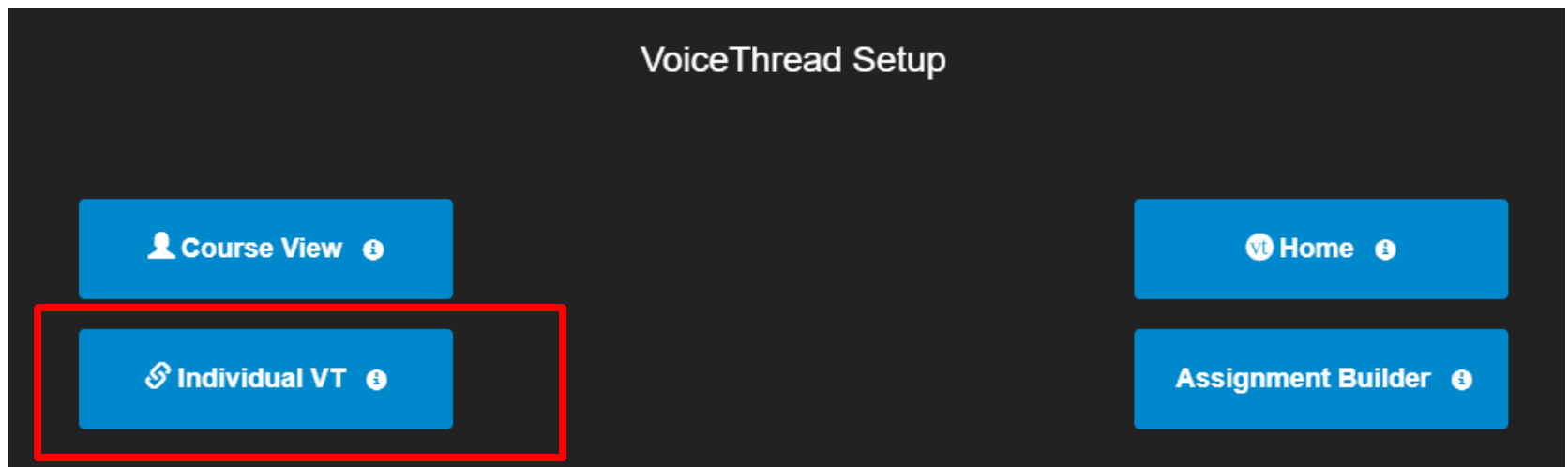


# Voicethread Specifics

- 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 positioned below the search bar. The main area contains a list of VoiceThread entries, each with a small thumbnail icon and a title. The entry 'Community of Inquiry (484F20)' is highlighted with a red rectangular box. Other visible entries include 'EDE484 Introductions (sp2021)', 'Purdue University (Lisa Brown)', 'The Missing Student - Case Study (484F20)', 'Best Practices - Teacher Presence (484F20)', and 'Best Practices - Social Presence (484F20)'. On the right side of the interface, there is a button labeled 'Select VoiceThread' with a left-pointing arrow and a question mark icon below it.

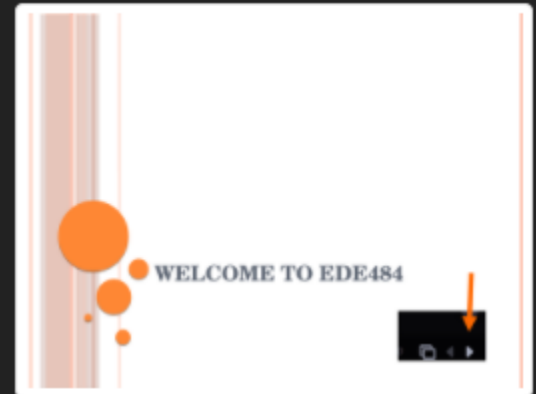


# Make a copy

## 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

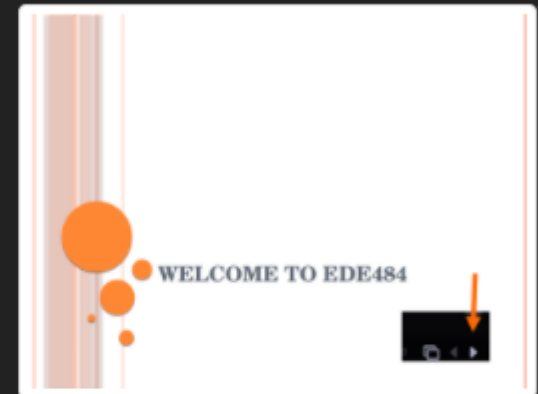


# Share New VT

## 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](#)



# Voicethread Specifics

- Every link needs to be reconnected
- If using assignment builder, just need to click the links and walk through the steps to Publish



# 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
- Copy from another Course

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*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

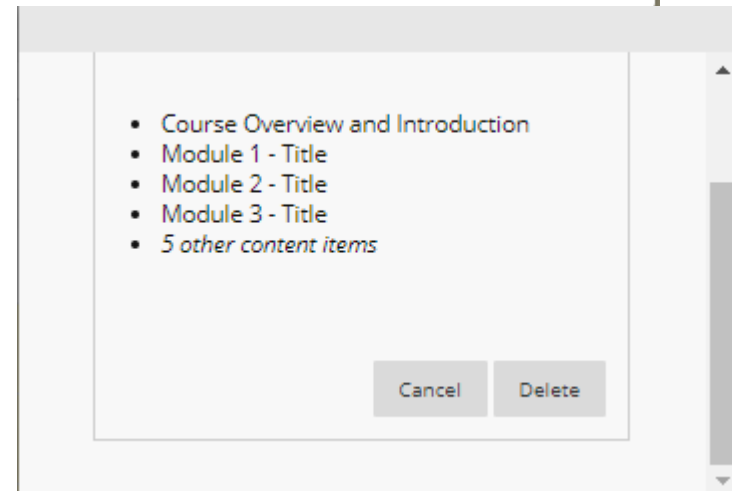
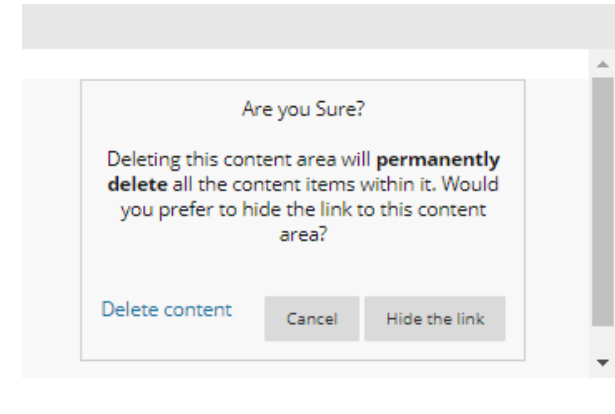
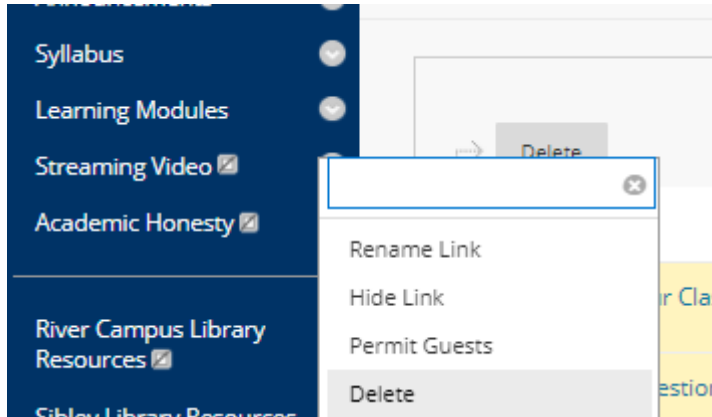


# Other Tips

- If you copy Announcements, you will need to delete old ones individually!
- If copying from 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

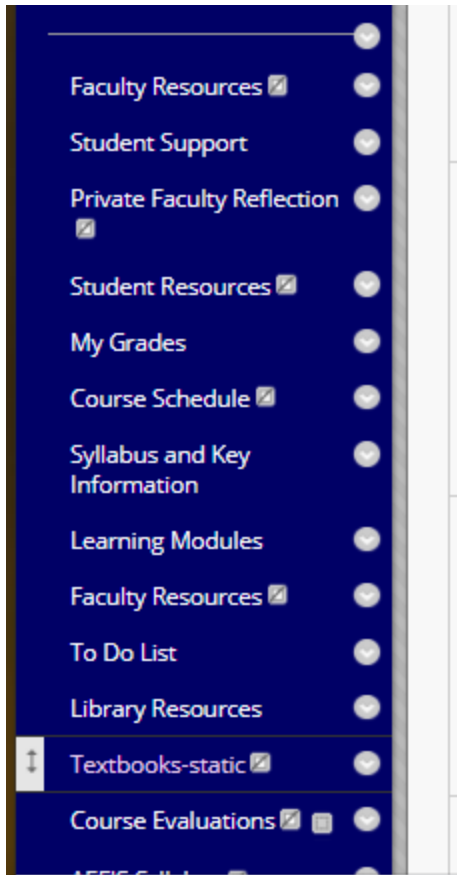


# Clean-Up

- 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

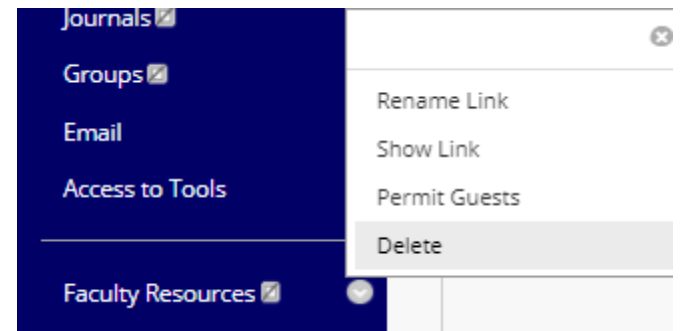


# Review Left Hand Menu



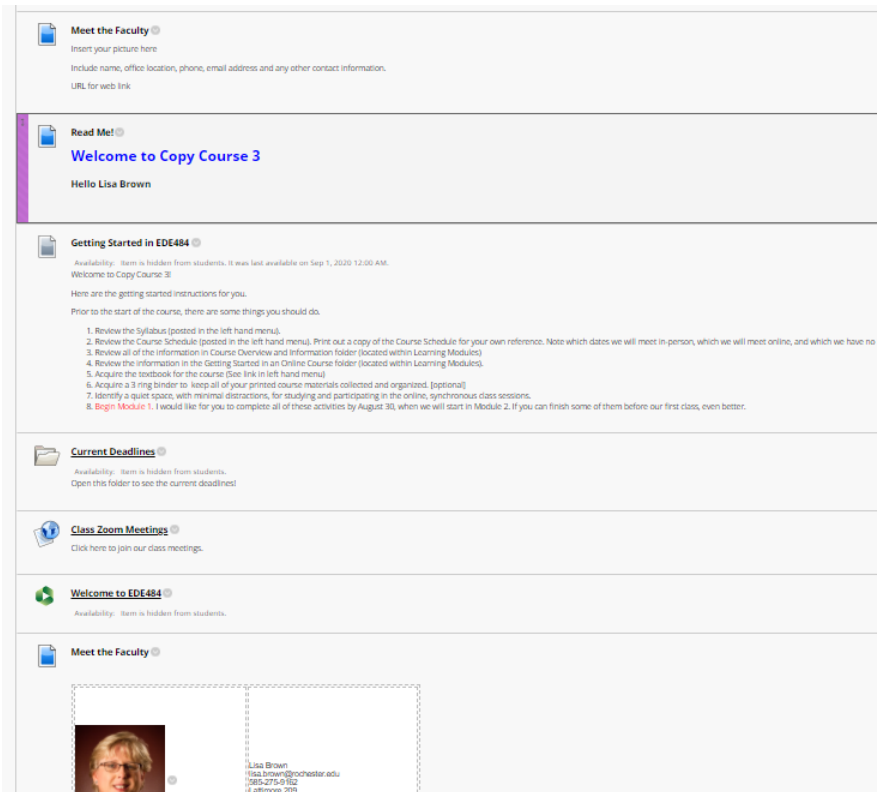
Delete Duplicates

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 is followed by "Current Deadlines", "Class Zoom Meetings", and "Welcome to EDE484". The bottom section is another "Meet the Faculty" entry, which includes 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>



# Video Tutorials

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

