

Hawai'i Pacific University



*What to Do After Your Course Has Been Migrated to
Blackboard Managed Hosting*

My Courses

The courses you are assigned as an instructor are listed under the My Courses Module. The unavailable message in *italics* does not mean it is unavailable for you to use. That is a message for the instructor to let you know that the course is unavailable to your students until that date. As the instructor, you are still able to login to your course and prepare for the upcoming semester.

My Courses

Courses where you are: Instructor

201320: Spring 2013, Bb-1000-A, Blackboard Training (*unavailable - will be available Tuesday, January 8, 2013*)

BLACKBOARD:201320: Spring 2012, Bb-1000-A, Blackboard Training

Scheduled Courses

The courses that you are scheduled to teach are listed as:

Term Code: Semester, Course Section, Course Title

Example:

201320:Spring 2013, Bb-1000-A, Blackboard Training

My Courses

Courses where you are: Instructor

201320: Spring 2013, Bb-1000-A, Blackboard Training (*unavailable - will be available Tuesday, January 8, 2013*)

BLACKBOARD:201320: Spring 2012, Bb-1000-A, Blackboard Training

Courses Migrated to Blackboard Managed Hosting

If you have already filled out the Preparing Fall 2012 and Term 1 migration form to have IT copy over your course from one of HPU's servers (WebCT or Blackboard) to Blackboard Managed Hosting, the copied courses will be listed as:

Server:Term Code:Semester, Course Section, Course Title

Example:

WEBCT: 201320:Spring 2012, Bb-1000-A, Blackboard Training

My Courses

Courses where you are: Instructor

201320: Spring 2013, Bb-1000-A, Blackboard Training (unavailable - will be available Tuesday, January 8, 2013)

WEBCT:201320: Spring 2012, Bb-1000-A, Blackboard Training

or

BLACKBOARD:201320:Spring 2012, Bb-1000-A, Blackboard Training

My Courses

Courses where you are: Instructor

201320: Spring 2013, Bb-1000-A, Blackboard Training (unavailable - will be available Tuesday, January 8, 2013)

BLACKBOARD:201320: Spring 2012, Bb-1000-A, Blackboard Training

No Migrated Courses to Blackboard Managed Hosting

If you want to use a course you taught prior to Fall 2012, please fill out this [form](#). If you want or need to build your course from scratch, you can do so by logging into your course.

My Courses

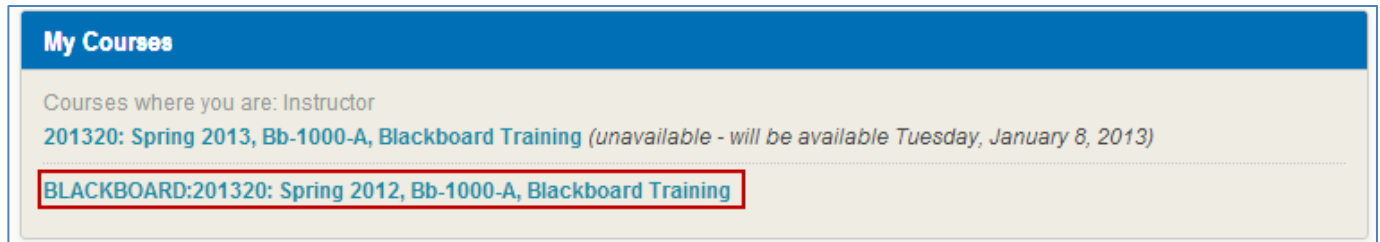
Courses where you are: Instructor

201320: Spring 2013, Bb-1000-A, Blackboard Training (unavailable - will be available Tuesday, January 8, 2013)

WEBCT:201320: Spring 2012, Bb-1000-A, Blackboard Training

What do you do now?

1. Login to the course that was copied from HPU's server (Blackboard or WebCT) and verify that all the course links are working.



2. After you have verified that your course looks to have migrated over to Blackboard Managed Hosting, copy the migrated course to the Fall 2012 course shell by selecting Course Copy under Packages and Utilities in the Control Panel



3. On the Copy Course page, select the Browse button to search for the course you want to **Copy To**

1. Select Copy Type

Select Copy Type

2. Select Copy Options

* Destination Course ID

4. A Courses window will pop-up, select the new empty course you want to copy to and click on the Submit button

Courses

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input checked="" type="radio"/> 201280.9999	201280: Fall 2012, Bb-1000-A, Blackboard Training	Aug 24, 2012	faculty	Faculty, HPU
<input type="radio"/> FACULTY	201280:FALL 2012, Bb-1000-A, Blackboard Training	Jun 29, 2012	faculty	Faculty, HPU

Displaying 1 to 2 of 2 items |

5. Select all the check boxes under Content Area

2. Select Copy Options

* Destination Course ID

Select Course Materials

Content Areas

- Information
- Content

6. Select Grade Center Columns and Settings, and the tools that you are using in your course (**DO NOT SELECT ANY SETTINGS**). If you have Tests, make sure to select Tests, Surveys, and Pools.

WARNING! If the copied sections of the course include links to materials that you do not copy into the destination course, the links will break in the destination course. For example, if a course area links to a test but you do not copy the assessments, the link to the test will break. After copying, edit the destination course to update or remove any broken links."

- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

DO NOT SELECT ANY SETTINGS

- Under the File Attachments section, keep the default option “Copy links and copies of the content (Include all Course Files)”.

3. File Attachments

Choose between copying only links or including copies of links and files. Copying links and files is the recommended option if content will be reused in a different course. Click **More Help** for additional information.

Course Files Copy links and copies of the content (Include all Course Files)
 Copy links to Course Files

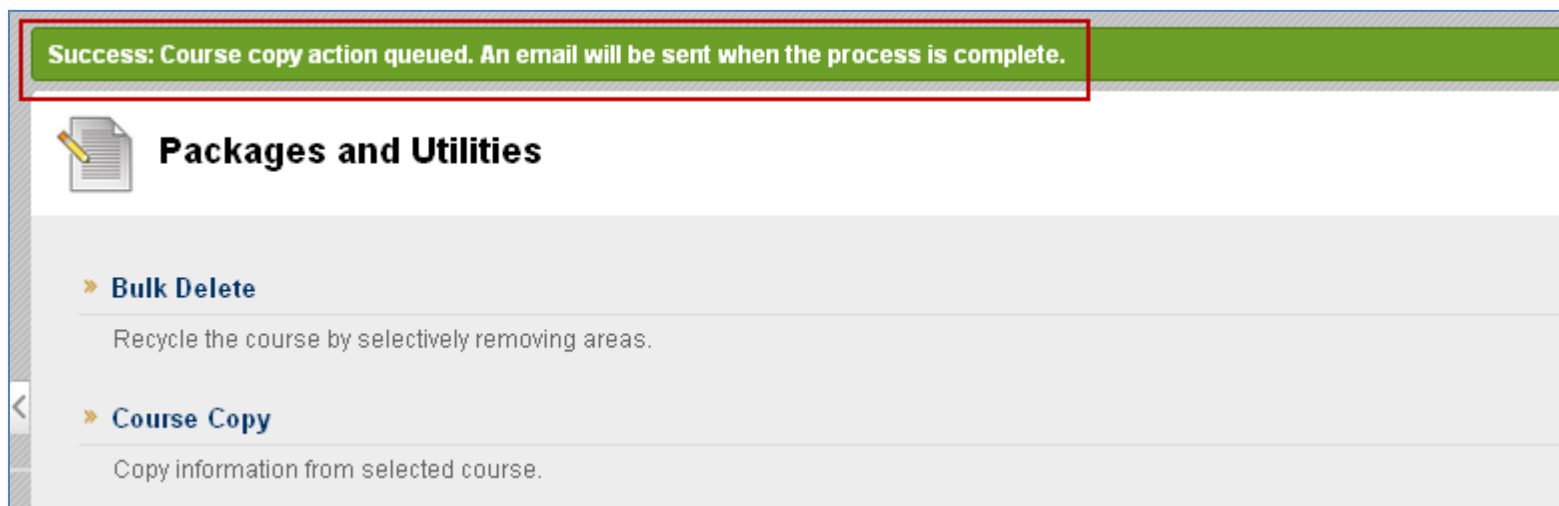
Package Size Limit package to only files linked into the selected content areas

- Click on the Submit Button

5. Submit

Click **Submit** to proceed. Click **Cancel** to quit.

Along the top of the Packages and Utilities page, there will be a green band with the message, "Success: Course copy action queued. An email will be sent when the process is complete".



The screenshot shows a green notification banner at the top with the text: "Success: Course copy action queued. An email will be sent when the process is complete." Below the banner is a section titled "Packages and Utilities" with a document icon. Under this section, there are two options, each with a right-pointing arrow:

- Bulk Delete**
Recycle the course by selectively removing areas.
- Course Copy**
Copy information from selected course.

Although you received the email confirmation, please be patient. Checking your course, you may see that it doesn't look like the course has been copied. Don't try to copy again. If you do try to copy again, nothing will be overwritten, but there will be duplication of links from your course (i.e. 2 Discussion links, 2 Course Information links, etc.).

All course users have Read privileges for content collection items that the course links to. When you copy a course, Blackboard automatically update permissions for content collection item in all course areas except assessments.