Leonard Davis School of Gerontology

Course copy for Spring 2021

Course copy allows you to copy over everything you put into place the previous semester you taught a course into the Blackboard page for the course you will be teaching this semester.

Click here on “Packages and Utilities”
Click “Course Copy” from the drop down menu.
Click on Browse to find this semester’s version of your course, it is the “destination” course where what you copy will be placed.

Blackboard is having issues, so I 100% recommend you click on “select all” and then hit submit. You then will have to delete old announcements and discussion posts in your new 2021 course.
This page will pop-up to show all of your courses. You will have to scroll to the bottom to find 2021 courses.
Click on the course you want to copy placed into (20211_gero_414_36250 is my course (20211 means first semester of 2021))

Then click on submit
20211_gero_414_36250, my course, is now placed in as the destination.
Click on “select all” and all of the boxes will get checked, you then hit submit. You then will have to delete old announcements and discussion posts in your new 2021 course.
Click on “select all” and all of the boxes will get checked, you then hit submit (remember you selected your destination course earlier). You then will have to delete old announcements and discussion posts in your new 2021 course.
This "confirmation" message will pop-up in Blackboard in your old course you were copying.

It takes a little while to transfer to your new course.
Success! As seen in my new course for 2021

Now, let’s go clean up the discussion board!!!
To gain access to your old discussions (in your new course) to remove “anonymous” posts click Course Tools. This is the Course Tools drop down menu. Click on Discussion Board.

The Discussion Board page below will reveal itself. Click on the blue text to gain access to all of your discussion prompts from the copied course (i.e. 2021_gero_414_36520).
Select “No, leave the messages as anonymous” choice from the drop down and then, click “submit”
You will see all of your discussion prompt from the prior semester are intact, and then you will have to click on the discussion, (in blue text) here, to gain access to the posts for deletion

This is the number of anonymous posts in the discussion and it will go to Zero when you successfully delete them (next page).
Scroll to the bottom of the posts page and click on “Edit Paging…” so you can select all of the posts during the deletion (each page shows 25 posts, but this class for example has 72 posts – so, I will increase the number to 100 so that a single deletion stroke takes out all of them.

Click this top box, and check marks will show in all of the posts boxes, then click delete.

Click OK.
All discussions are deleted,
click OK here
To return back to the
Discussion board home page in tools
You can see in the top discussion all of the prior anonymous posts are deleted. Go to each subsequent discussions and repeat.