

## Ugens Blackboard tip - Kopiér kursusindhold til nyt kursus

Det kan ikke være længe før du måske har brug for at kopiere indholdet af et eksisterende kursus over i et efterår 2016 kursus.

Derfor får du her en beskrivelse af hvordan det gøres.

Du skal indledningsvis befinde dig i dit "gamle" kursus. I Course Management finder du menupunktet "Packages and Utilities", og herunder punktet "Course Copy". Denne klikker du på.

The screenshot shows the 'Course Management' menu. Under the 'Control Panel' section, several options are listed: Content Collection, Course Tools, Evaluation, Grade Centre, Users and Groups, and Customisation. Below this, under the 'Packages and Utilities' section, there is a list of options: Bulk Delete, Course Copy (with a cursor icon pointing to it), Export/Archive Course, Import Course Cartridge, and Import Package / View Logs. At the bottom of the menu, there is a 'Help' link.

Her vil du så finde i

Pkt. 1: Muligheden for at vælge om de studerende og deres resultater skal kopieres med.

Pkt. 2: Muligheden for at vælge hvilket indhold der skal kopieres.

## 2. Select Copy Options

\* Destination Course ID  [Browse...](#)

Select Course Materials

[Select All](#) [Unselect All](#)

Content Areas

Velkommen

Kursets teoretiske grundlag

Uge 1 - Vygotskys læringsteori

Survey

Test

Add Content

Grupper

Spørgeskemaer

Efterfølgende skal man være opmærksom på hvilken mulighed man vælger i pkt. 3:

Hvis du vælger "Copy Links to Course Files": No copies of linked files are included in the copy. The copied course will have the same set of links and those links will point back to the original location of the link defined in the origin course.

Hvis du vælger: "Copy links and copies of the content": This will make copies of linked files, but ONLY those files that are linked. Files within the course's home folder that are not linked to any content within the course are not included in the copy.

Hvis du vælger: "Copy links and copies of the content (include entire course home folder)": This will make copies of ALL files in the course's home folder regardless of whether those files are linked to course content.

(Beskrivelser fundet [her](#))

### 3. File Attachments

Select an option for copying your file attachments. If content will be reused in a different course, copying | [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)

### 4. Enrolments

Copy enrolments for all users in the course. This option does not copy user records in the course, such as g

#### Enrolments

- Include Enrolments in the Copy

Herudover kan du vælge om du blot ønsker at kopiere alle indrullerede til det nye kursus.

Når du trykker på "Submit" vil du få nedenstående skærmbillede, såfremt kopieringen lykkedes.

The screenshot shows the Aarhus University Blackboard interface. The top navigation bar includes links for MY INSTITUTION, COURSES (which is underlined), COMMUNITY, CONTENT COLLECTION, AU LIBRARY - STUDENT, AU LIBRARY - INSTRUCTOR, and SYSTEM ADMIN. On the far right, there's a user profile for Anna Hollyoak Helleberg, a notification count of 26, and edit mode controls. The main content area has a green header bar stating "Success: Course copy action queued. An email will be sent when the process is complete." Below this, a sidebar lists "Test Course for Anna Hollyoak Helleberg - au301003" and categories like "Pædagogisk dag", "Information", "Meddeleser", "Dagens program", "Deltagere", "Dagens emner", "Add Content", "Grupper", "Spørgeskemaer", "opgaver", "fremmødevisning", "Studiekompetencer", "Week 2", and "Week 1". The main panel displays several options: "Bulk Delete" (Recycle the course by selectively removing areas), "Course Copy" (Copy information from selected course), "Export/Archive Course" (Create a backup package of the Course. Archive will include user records and interactions with the Course while Export will only include Course content), "Import Course Cartridge" (Download and install a Course Cartridge), and "Import Package / View Logs" (Import specific areas or all of the materials in a package file). A cursor arrow is visible in the bottom right corner of the main panel.

"Happy Blackboarding" og god weekend

Venlig hilsen

ST Learning Lab