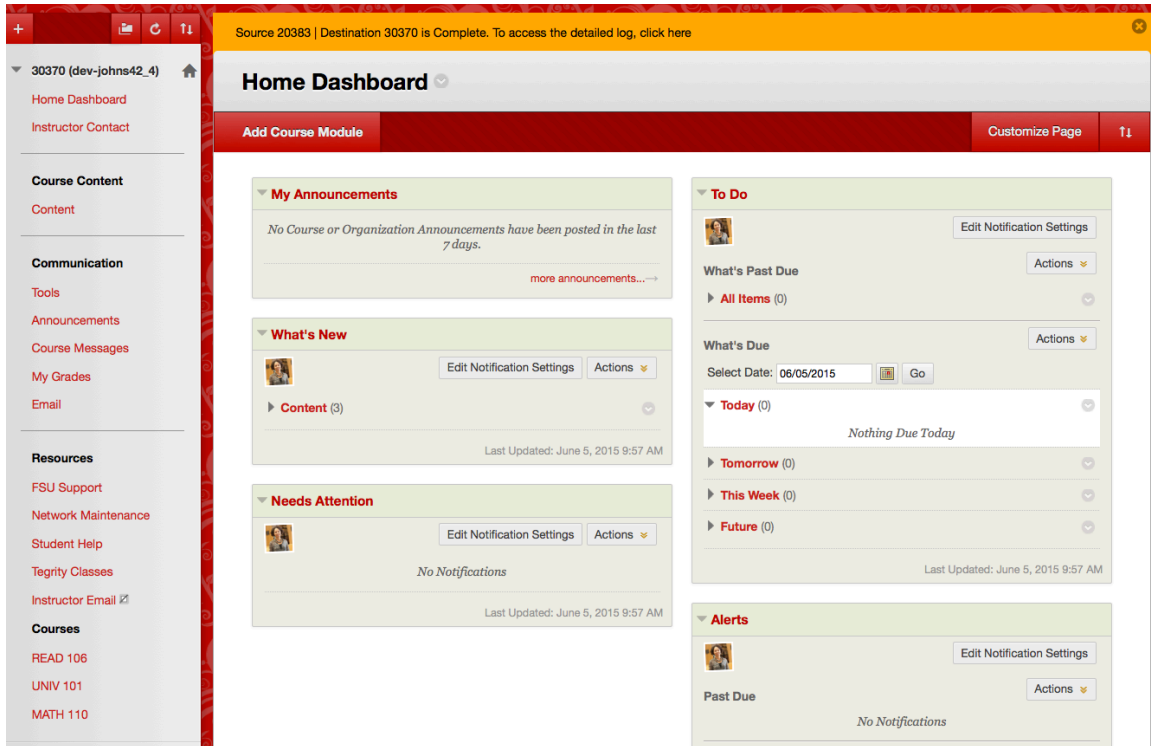


Clean Up After the Course Copy


After you do a Blackboard course copy, you will find that your new course will look ALMOST the same as the old course. There are, however, a few tweaks that you need to make so that your new course is well designed for your students.

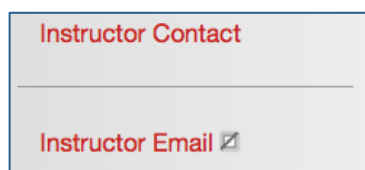
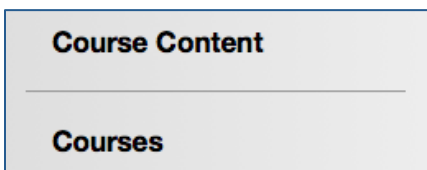


First, you need to close out the yellow message that informs you that the course copy is complete. Click the X on the right.


Source 20383 | Destination 30370 is Complete. To access the detailed log, click here



Second, you need to delete duplicate links from the left menu. In this scenario, there are two *sub headers* for the same thing: “Course Content” and “Courses.” There are also two links that go to the *contacts* tool: “Instructor Contact” and “Instructor Email.” Decide which to keep and delete the duplicate by hovering on the item, clicking the  drop-down button and clicking the “delete” option.



Third, you need to move your links to their appropriate spot on the left menu. The “Tegrity Classes” link is typically the last link on the list. Any link below that probably came over from the course copy and needs to be moved to the section in which it belongs.

In Figure 1, the “Courses” *sub header* was moved below the first *divider* by hovering on the item and clicking and dragging the  to the place on the menu as seen in Figure 2 in effort to chunk the left menu into meaningful sections.


In Figure 1, the “READ 106,” “UNIV 101,” and “MATH 110” *content areas* were moved below the “Courses *sub header*” by hovering on the item and clicking and dragging the  to the place on the menu as seen in Figure 2 to help students easily find and navigate the left menu.

Figure 1

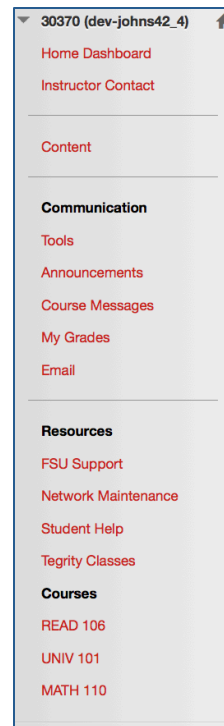
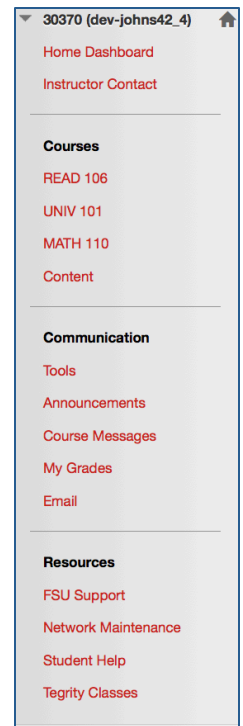



Figure 2



Fourth, you need to delete or hide unused links from the left menu so that students are not confused by extra links.

In Figure 3, the “Content” *content area* and “Email” *tool link* were removed in Figure 4 by hovering on the item, clicking the  drop-down button and clicking the “delete” option.


In Figure 4, the “Tegrity Classes” link was hidden from students by hovering on the item, clicking the  drop-down button and clicking the “hide link” option.

Figure 3

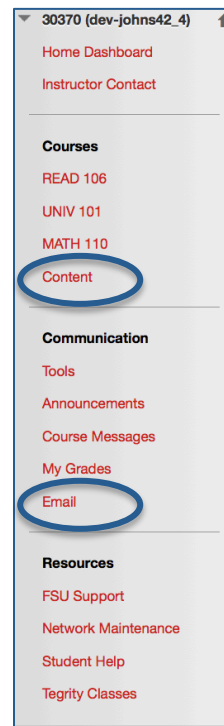
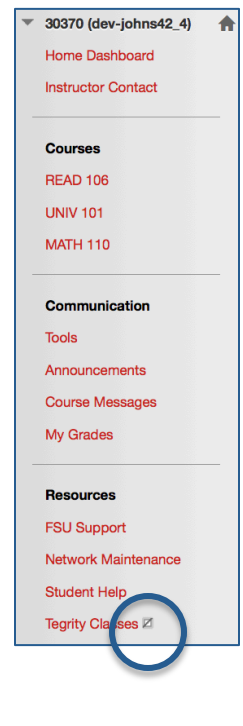


Figure 4



Hopefully these four steps are helpful for you to keep your class organized and less confusing for your students!