

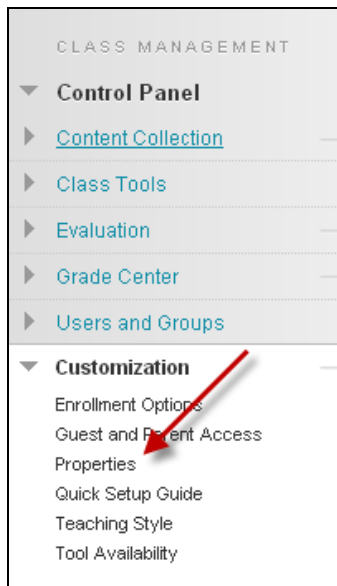
BEGINNING THE SCHOOL YEAR in MOST: Copying Content into a NEW Class



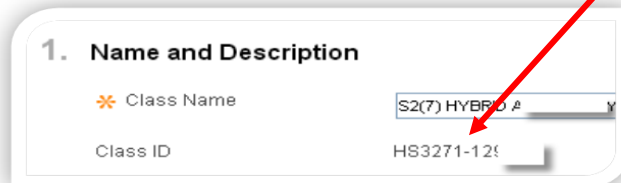
If you have a ***class from a previous school year*** or a ***new class that you worked on over the summer*** and you want to use it in the fall, please follow the steps listed below to get your classes ready for the fall.

- A. When Power Teacher opens up for your district (note that the date is a local decision: check with your Power School liaison) you can Request a Blackboard Class in Power Teacher. **NOTE:** If you plan on using a MASTER class, please request and obtain the new Master class first before completing the next steps. You will then use the directions below to copy your materials from the class in the previous school year into the new Master class.

- B. To transfer your class content to your new Power School class, use “Class Copy”. Directions are below.
 - 1. First, find the Class ID of your **NEW** class. After opening up your new class, click on “Properties” under “Customization” in your Control Panel:



Under #1, you can find the class ID for your **NEW** class.



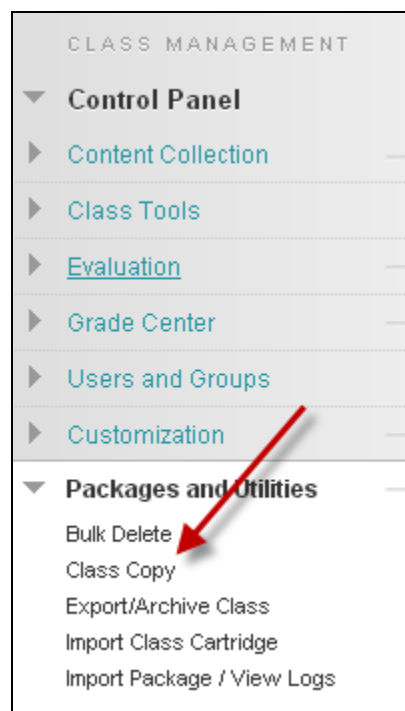
1. Name and Description

✱ Class Name S2(7) HYBRID #

Class ID HS3271-12

NOTE: You can also locate your class ID on the Blackboard “landing page” (the page that comes up first when you log into the system). Choose the “Classes” tab at the top of the page, where a module will appear with all of your Power School class IDs.

2. Go to your OLD class and use the CLASS COPY feature of Blackboard to move your materials into the new class. Look under Control Panel: Packages and Utilities: and select “Class Copy”.



3. Follow the steps on the Class Copy page by selecting, **"Copy Materials into an Existing Class"** (NOT Copy Materials into a New Class) and putting in the ID number of your NEW Power Teacher generated class. See screenshot below. Once you have checked off the boxes for the material you want to move, simply click "Submit". You will receive a notification when your class copy is complete.

The screenshot shows a web form titled "1. Select Copy Type" and "2. Select Copy Options".

- 1.** Select Copy Type: A dropdown menu is set to "Copy Class Materials into an Existing Class".
- 2.** Select Copy Options: A field for "Destination Class ID" with a "Browse..." button.
- 3.** Select Class Materials: Two buttons, "Select All" and "Unselect All".
- Below the buttons are three checkboxes: "Content Areas", "3rd Period Assignments", and "Digital Drop Box".

A red box with the text "Click 'SUBMIT' when finished." is located at the bottom right of the form area.

That's it! Continue building your content in your new class.