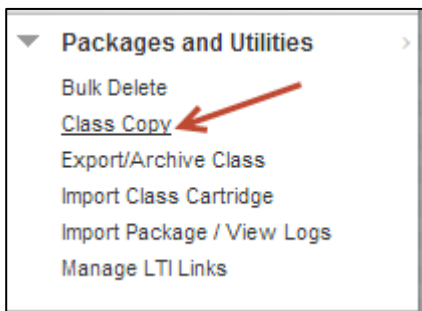


Copying an Existing Blackboard Class Into an Empty Blackboard Class

You can copy any or all content and settings from one class into another one. This is a great feature to use at the end of the year or during a card marking change to move your class materials quickly and easily if needed. It's also a way for one teacher to share their existing class materials with another teacher. If you are using a master class, you will need to copy your materials into your new master when there is a change of card marking (semester/trimester).

PREREQUISITE: Make sure you look up the Class ID of the NEW class where you wish to place materials. It can be found in your **Control Panel** under **Customization** by clicking on **Properties**.

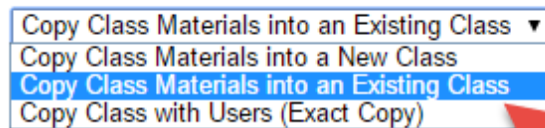
1. Make sure you are in the **EDIT Mode** in your class where the materials you wish to copy are located.
2. Click on **Packages and Utilities** in your **Control Panel** (see the left sidebar inside your class).
3. Choose **Class Copy**.



4. In Option 1 Select Copy Type, choose Copy Class Materials into an Existing Class from the drop down menu. See #1 below.

SELECT COPY TYPE

Select Copy Type



SELECT COPY OPTIONS

* Destination Class ID



- Place the Destination Class ID into the field in #2 above. You can browse for the Class ID if needed.
- Select the materials you wish to copy into the new class. Check all boxes that apply. See below. NOTE: Make sure to check "Grade Center Items and Settings" if you have assignments that use the Grade Center.

The screenshot shows a web interface titled "Select Class Materials". At the top, there are two buttons: "Select All" and "Unselect All". Below these are several categories, each with a checkbox: "Content Areas", "Notifications", "Course Information", "13-14 Things 0-7", "13-14 Things 8-14", "13-14 Things 15-21", "13-14 Capstone Information", and "Using Technology With CITW". There is a section for "Adaptive Release Rules for Content" with a note: "User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included." Below this are "Announcements", "Blogs", "Calendar", "Collaboration Sessions", "Contacts", "Content Alignments", and "Discussion Board". At the bottom, there are two radio button options: "Include starter posts for each thread in each topic (anonymized)" (which is selected) and "Include only the topics, with no starter posts". A red bracket on the right side of the interface groups the "Content Areas" through "Using Technology With CITW" and "Adaptive Release Rules for Content" sections. A callout box with the text "Check all that apply." points to this bracketed area.

- Recommended: Leave #3, File Attachments, at the default option of "Copy links and copies of the content", especially if you plan on changing or updating content from this class at a later time.
- Do not check enrollments on #4 as Power Teacher will update your enrollments automatically.
- Click submit at the top or bottom of the page. You will receive a notification when the class copy is finished.