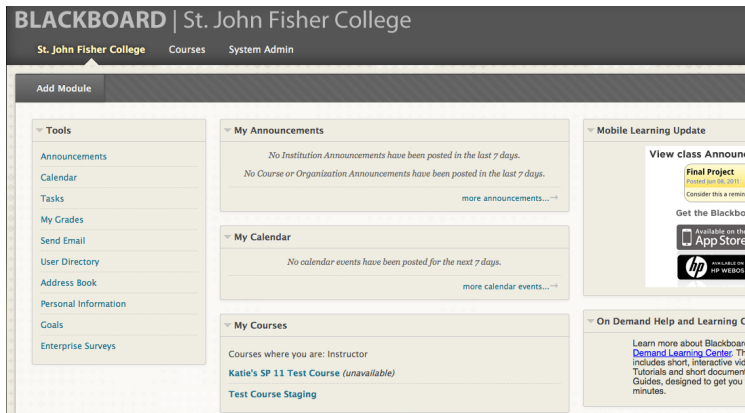# BLACKBOARD PRE-SEMESTER PREP

Copying Course Components

1 Go into the course from which you want to copy the material (the older course).

2 In the control panel click on **Packages and Utilities** and then **Course Copy.**

3 On the next page, next to **Select Copy Type** make sure "Copy Course Material into an Existing Course" is selected.

4 The page will refresh. Next to **Destination Course ID**, click on **Browse** and in the pop-up window, use the search box to find the ID of your course that you want to copy the materials into and click **Submit.**

5 Below you will click on the item(s) that you wish to copy.

6 DO NOT select **Include Enrollments in the Copy** at the bottom.

7 Click **Submit**. The process may take a few minutes.

8 Go to the course that you have copied the materials into and check to make sure everything appears as you would expect. You may need to clean up the navigation in the new course if some options appear twice because of the copying process. You can hide or delete navigation choices with the drop down menu next to the item.

Getting Into Blackboard

Step 1

Go to https://my.sjfc.edu.

Step 2

Enter your username and password. You will use the same credentials used to access campus email or when logging into a campus computer.

Step 3

Click on the [Bb] icon located in the Launchpad on the left side of the page.

Step 4

Now that you are on your Blackboard homepage, locate your courses in the **My Courses** module in the center of the window on the St. John Fisher College tab. Click on the course title to enter the course.

You may want to bookmark the Blackboard site in your preferred web browser for quick access throughout the semester.

Making Your Course Available

You can quickly control the availability of your course to students using the small lock icon in the upper right corner of your course. Click the lock to open or close the course as often as needed. An open lock indicates the course is open to students. A closed lock indicates the course is closed from student access.
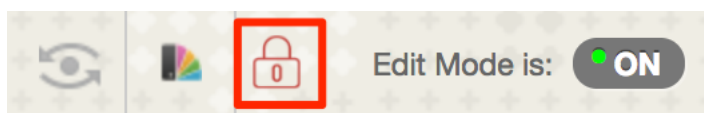
All courses are created automatically in Blackboard each semester. However, it is the responsibility of the faculty to make the course available. All courses will be made unavailable approximately six weeks after the semester ends.

For help with Blackboard, contact the OIT Service Desk at 585.385.8016 or oitservicedesk@sjfc.edu.