

FOCUS ON FACULTY



CENTER FOR TEACHING & LEARNING @ UCM

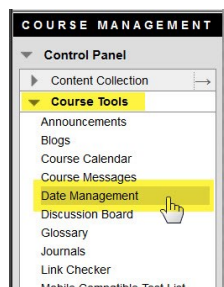
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CHECK THIS TECH! *innovative teaching tools & services*

HUGE Timesaver—Blackboard's Date Management Feature

Have your courses copied to their spring semester Blackboard shells? Did you know that all those system dates (due dates, availability, adaptive release dates) can be pushed forward in your spring 2019 courses **IN ONE STEP?!**

You have a few easy ways to approach this—which are detailed in the **More Help** content page found at the top of your Blackboard screen when inside Date Management...you'll love how this works!



Example using **Course Start Date**:

The original course started August 13th with an assignment due August 25. The assignment is due 12 days after the start date. If you adjust the new course start date to January 14, the assignment is now due January 26th, which is 12 days after the new start date.

(Course start dates may be set under Customization->Properties->Set Course Duration)

Using **Adjust by number of days** option:

When you know exactly how you want to adjust dates, base it on the dates that are currently set for each item in the course, not today's date. Negative numbers move the dates back. Positive numbers move the dates forward. Use the [CTL Planning Calendar](#) for semester views.

Did you know?

Tips for faculty - Blackboard Spring Cleaning

Spring is just around the corner! You do spring cleaning on your house. You do spring cleaning in your garage. You might even do spring cleaning in your garden. How about doing some spring cleaning in your Blackboard sections? We have a new information session that will take you through the steps and best practices of "cleaning up" your Blackboard sections before you copy them to new sections or begin using them for an upcoming semester. Its time to get rid of all the unneeded and unused items. Let us help you make your Bb section fresh and new. Watch your weekly CTL events emails for dates and sign-up details!



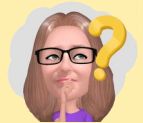
Click [here](#) for the 2018-19 Planning Calendar!

Faculty Watercooler

Faculty discussions on subjects that matter to you

Dear Debbie,

Q: I like how I've created this semester's Blackboard course and I teach the same course again next semester—what is the correct way to copy this structure and content into the Spring 2019 empty section shell?



A: If you want to copy course content forward into next semester's empty "shell", the simplest path is to perform a **course copy**. The following linked document takes you through, step by step in the course copy process.

https://courses.ucmo.edu/Blackboard/help/Copying_Blackboard_Courses.pdf

To move material from an older Bb section to a new section without having to recreate the material, you have the option of importing entire content areas or individual components over to the new section. You can do an export/import of the entire course or whole sections of material. Here is a help document that will take you through step by step: https://courses.ucmo.edu/Blackboard/help/Exporting_Blackboard_Courses.pdf

Then, if you just want to move or copy a **specific item** from one section to another, here is a YouTube video that takes you through the steps: <https://www.youtube.com/watch?v=XNnQt81r7qI>

Keeping Up

The latest in Teaching and Learning

Tailored Help on Your Schedule

My colleagues and I have questions, but we don't have time to attend your scheduled CTL training sessions! Never fear, CTL is here!



If you and your colleagues have questions about Blackboard, course design, or working with multimedia content, let CTL help by creating **personalized training** for your group of faculty or entire department, focusing on your most pressing questions! Instructional designers in the Center for Teaching and Learning are happy to arrange training for small (2-5 faculty) or large groups (your whole department). We are happy to work around your schedule and will come to you. Contact CTL instructional designers Lisa Schmidt or Carol Knight to coordinate some individualized solutions training for your group today!