Recommended Faculty Course Copy/Course Prep Checklist

To request a course copy of an existing course please email support@kean.edu.

In the email include your Source Course ID and your Destination Course ID. For example:

"I would like 20FA_PHIL_1645_99 copied into 21SP_PHIL_1645_88."

It is recommended that after the Course Copy process has been completed that time is spent ensuring that the material is updated for the current semester. In Blackboard there are many connections that are possible between elements in the course and each one needs to be reviewed carefully for accuracy.

Please note that this checklist is based upon the use of the initially provided template. If the original conversion template was not used, these items can still apply to some degree.

Resources/Support are available for you at:

- NTLC Blackboard Support Resources
- Blackboard Technical Support
- OCIS Support

Item to Check/Update	Completed
Reviewed each announcement and performed needed updates, deletes to reflect the new semester.	
Replaced the old syllabus with the new syllabus.	
Provided guidance on posting policies if discussions are used.	
Checked course start date/end date under properties, align with the new semester.	
Reviewed each Unit folder for the following (updated/changed due dates/deleted as needed):	
Collaborate ("Live Sessions") Links	
Assignments	
Discussion Questions	
Content Assessments (Quizzes & Tests)	
Resources (ppts, videos, pdfs and hyperlinks)	
Edited the Discussion Board Rubric to align with your course policy.	
Contacted Publisher for assistance with integrated content (if needed).	
Edited/added/deleted menu items as needed.	
Edited Grade Center columns and content to reflect the new semester's activities.	