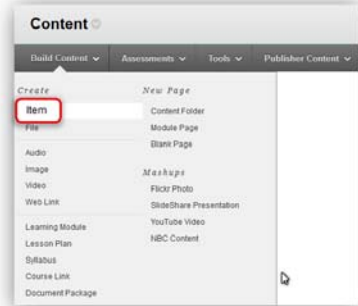
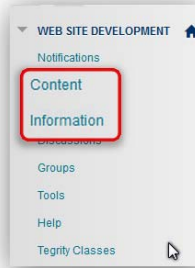
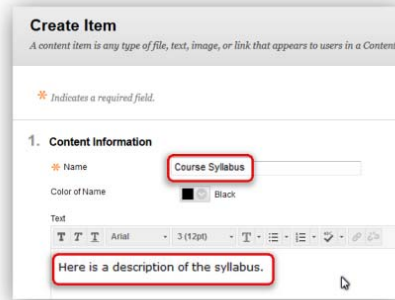


## Adding a Syllabus or Course File

1. To add the course syllabus or any other file to your course, you will first need to navigate to the location where you want to place the file. The two most common areas to add course files are **Content** and **Information**.

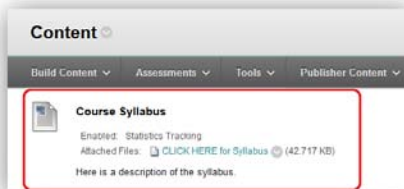
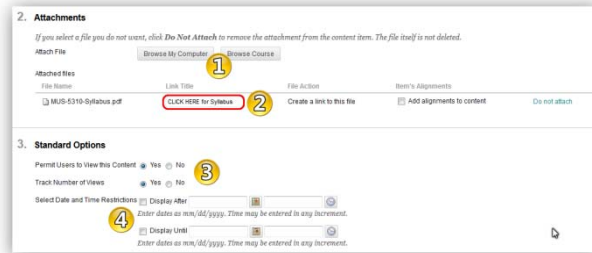


2. Once you are in a content area, you will hover over the **Build Content** button and choose **Item** from the list of options.



3. This will bring you to the Create Item page. The first option on this page is to give the file a **Name**. You also have the *option* to add a description in the text editor at this point.

4. The next option is to choose the file to upload. You should first **browse** your computer or the course to locate the file. Once you have selected the file, consider the **link name**. [I typically rename this to **CLICK HERE** for The File.] Last, set up the **standard options** you prefer and choose **Submit** at the top or bottom of the page.



5. **Congratulations!** You have successfully added the first file to your course! Continue in this process to build the remainder of your course...and don't forget to explore the other available options!

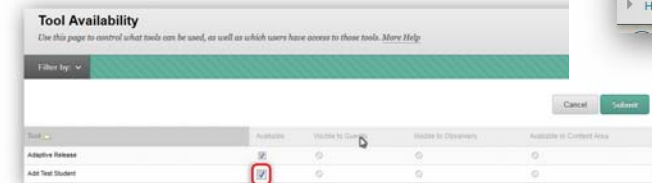
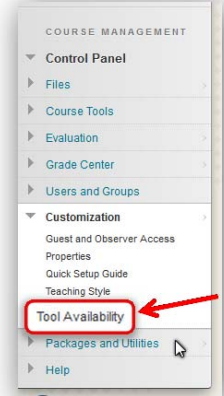
# Blackboard Learn 9.1

## Common Semester Startup Tasks

### Adding a Test Student to the Course

1. The first step to adding a test student is turning the Add Test Student tool on in each course.

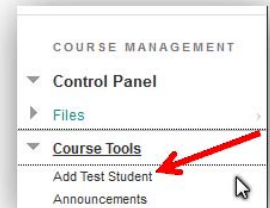
To make this tool available, navigate to your **control panel** [just below course menu], expand the **Customization** area by clicking on it, and choose **Tool Availability**.



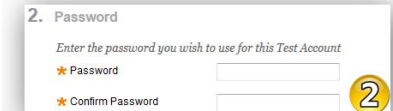
Once you are in the Tool Availability window, simply put a **check** in the box next to the **Add Test Student** tool and **Submit**.

2. The next step is to enroll the test student account in your course.

To accomplish this, navigate to your **control panel** [just below course menu], expand the **Course Tools** area by clicking on it, and choose **Add Test Student**.



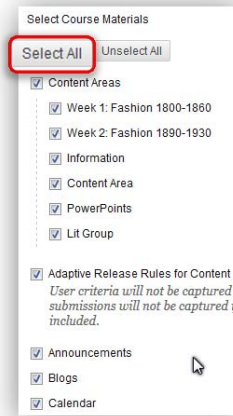
Once you are in the Add Test Student window, you will need to choose the **Enroll Test Student (username\_s) in Course** button. If you have added a test student in Blackboard [Bb] before, the button will look something like #1, but if this is your first time adding a test student, the screen will look more like #2.



Note: The first time you add a test student to your course, you will have to set up a password for the account. The username will always be `username_s`.

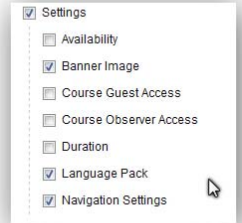
### 3. Congratulations! You have successfully added a test student to your course!

To log in as the test student, you should log out [top-right power button] and log in using the username s and password you created.

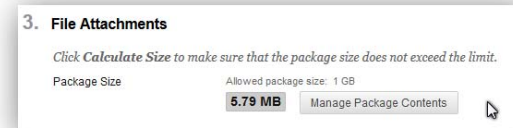


Once you have chosen your destination course, you now get the option to choose which course materials get copied to this destination course. We suggest choosing the **Select All** button at this point, however you can choose specific areas if preferred.

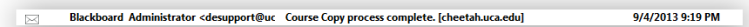
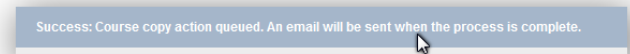
There are some settings that are not chosen by Select All because they are not typically copied to new courses. Feel free to choose settings you want to carry over individually [see right].



If you are concerned that the course may be too large to copy, feel free to click the **Calculate Size** button to check the size of your course against the allowed size.



When you are finished choosing the settings for course copy, choose **Submit** at the top or bottom.



3. You should see a **success message** appear at the top of your course similar to the one below. Be watching for an email to arrive from the Blackboard Administrator when the process is complete.

4. Once you receive a message from Blackboard Administrator [similar to above], your course copy should be complete. Check your course to make sure everything looks the way you expect it to. **Keep these things in mind:**

When a course is copied into an existing course, whatever is already in the existing course will remain. The copy will simply be added. This will likely result in the need to do some clean up.

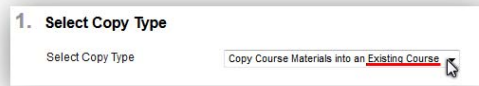
This process is not always as quick as we would like it to be. Be patient and wait for an email letting you know the copy is finished. **DO NOT** copy the course multiple times. The result will be you cleaning up multiple copies of the course.

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## Copy a Previous Semester's Course to the Current Semester

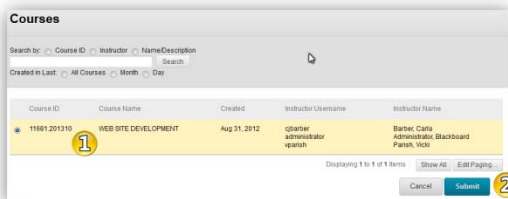
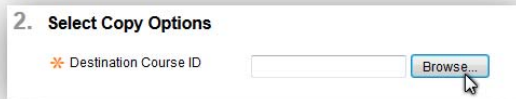


1. To copy a previous semester's course to an existing course, you will first need to enter the previous semester's course [the **course to be copied**], then navigate to your **control panel** [just below course menu], expand the **Packages and Utilities** area by clicking on it, and choose **Course Copy**.



2. This will bring you to the Copy Course page. First it will ask you to select the copy type. The only option available here should be **Copy Course Materials into an Existing Course**.

The next option you will choose is which course to copy into, also known as the destination course. Click the **Browse** button to open a new window with a list of courses available [see below]. Choose your **destination course** from the available list then **submit**.



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