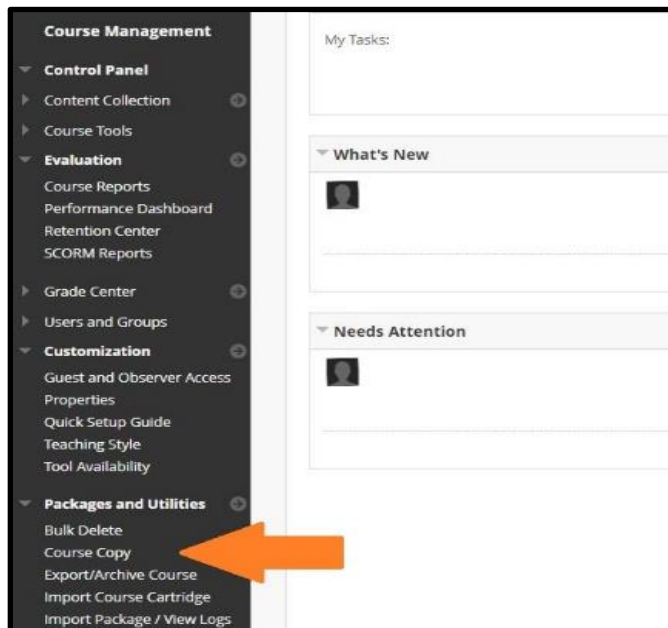


## Cambridge courseware (Cogbooks) instructor guide: Blackboard Learn Re-adopt the course

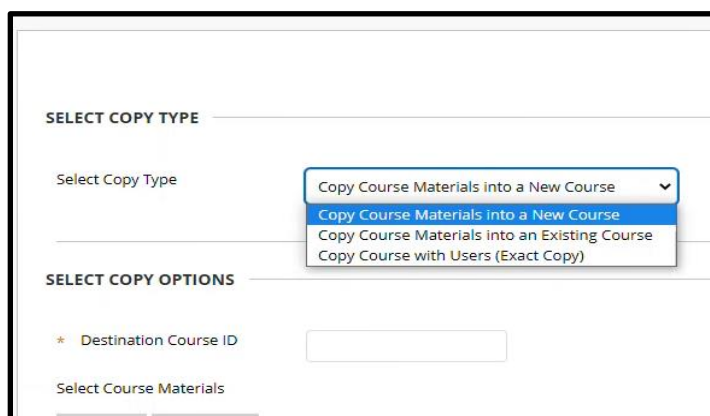
---

Planning to offer the same course again next term? Please follow these instructions to re-adopt and choose modules for your new course in Blackboard Learn.

**Step 1.** From the home page, click on “Course Copy.”



**Step 2.** Select the settings to use for your new course. To re-adopt, click “Copy Course Materials into a New Course.”



**Step 3.** Choose the options you'd like included when your course is copied. Then click “Submit.”

**Need help?**

Visit [cup.org/courseware-instructors](https://cup.org/courseware-instructors) or  
contact [coursewaresupport@cambridge.org](mailto:coursewaresupport@cambridge.org)

**SELECT COPY OPTIONS**

Destination Course ID:

Select Course Materials


Select All Unselect All

- Content Areas
  - Home Page
  - Information
  - Content
- Adaptive Release Rules for Content
 

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.
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
- Availability

Click Submit to proceed.

Cancel Submit



**Step 4.** You will see a message once the copy has been requested in the system, and you will receive an email confirmation once the new course has been created.

CBtest190402 Packages and Utilities

**Success: Course copy action queued. An email will be sent when the process is complete.**

**Packages and Utilities**

- Bulk Delete**  
*Recycle the course by selectively removing areas.*
- Course Copy**  
*Copy information from selected course.*
- Export/Archive Course**  
*Create a backup package of the Course. Archive will include user records and interactions with the Course while Export...*

Course Management

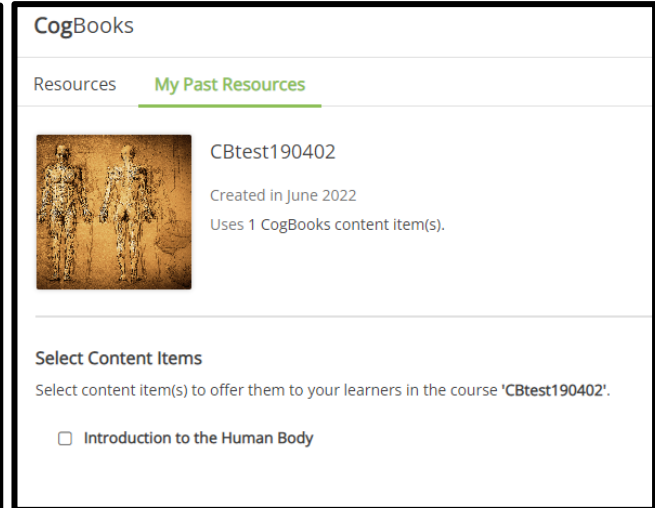
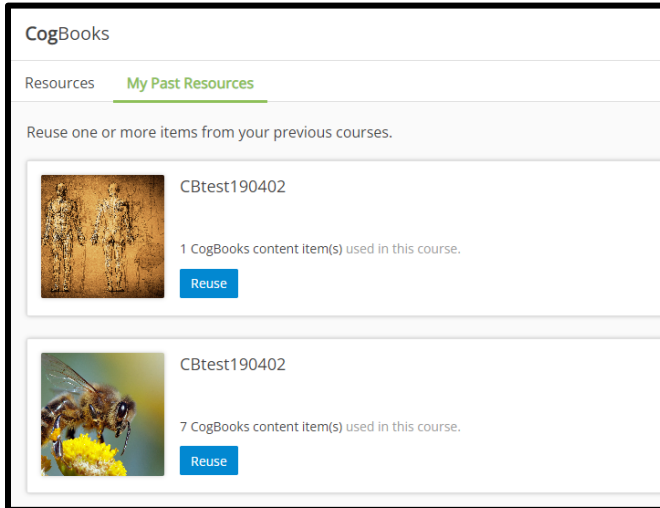
**Step 5.** From the new course's home page, go to Content and select CB Library. In the CB Library, click on the My Past Resources tab to see any courses you have previously used.

- Click "Reuse" for the previous course content you are re-adopting.

**Need help?**

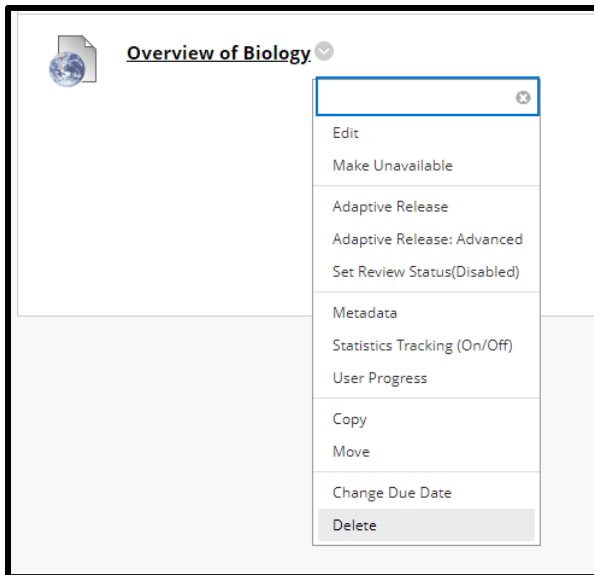
Visit [cup.org/courseware-instructors](http://cup.org/courseware-instructors) or contact [coursewaresupport@cambridge.org](mailto:coursewaresupport@cambridge.org)

- Select any topics you would like to include in the new copied course and click Next. Review your selections on the next page and click Confirm. This will configure these content items for the new course.



**Step 6.** Once your new course is set up, return to the original course and delete the previous assignment links.

- Go to the Content page and select either CogBooks Content Items or individual assigned topics on this page. Click the gray arrow next to the topic name and select “Delete” from the dropdown menu. You will need to do this for each item you have copied over to the new course.



**Need help?**

Visit [cup.org/courseware-instructors](https://cup.org/courseware-instructors) or contact [coursewaresupport@cambridge.org](mailto:coursewaresupport@cambridge.org)