Tips for successfully copying content to the Bb Live Shell

1. First, before you start the copy process, make sure you are in the course containing the content! Do NOT start this process from within the Live Shell.

2. When identifying the Destination Course ID, use the Search box to filter your course list for the current Banner term code, which is the six-digit identifier at the start of your course title. For instance, the Banner term code for Fall 2015 is "201627." This filter makes it easier to locate the correct Live Shell.

Figure 1 Course Copy Destination Course ID selection screen

3. Always click the Select All button located directly below the Destination Course field. Trying to pick and choose the pieces of content you want to copy to the new course can result in the content being fragmented or incomplete. It is easier to remove unwanted content from the newly copied Live Shell.

4. Finally, to ensure that all the content is being copied into the new Live Shell, scroll down to the File Attachments section and change the selection to the third option, "Copy links and copies of the content (include entire course home folder)." This option makes copies of ALL files in the course's File Manager, even if the files are not linked in the course content, as is the case with Adobe Presenter presentations and other packaged groups of files.

Figure 2 Course Copy File Attachments selection screen

5. Wait until you receive the email confirmation that the course copy has completed before opening the Live Shell. Opening the shell before the copy process has completed can result in an incomplete copy process.

Please contact Blackboard Support at blackboard@ttu.edu if you have difficulties or questions with this procedure.

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