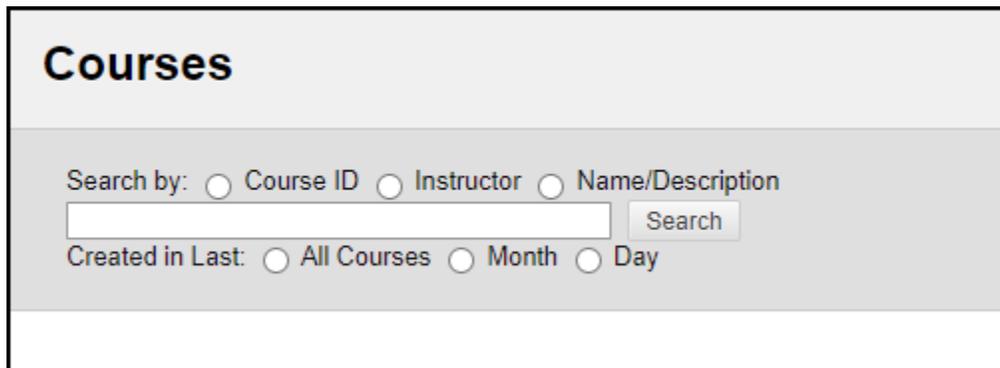


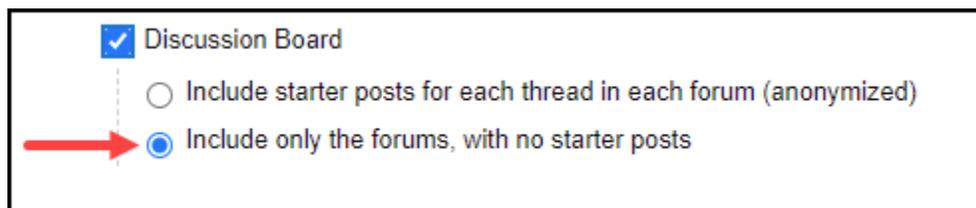
Tips for Successfully Copying Content to the Bb Live Shell

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 course CRN, you can find this 5-digit number in Raiderlink. You can also search by the Name/Description, this information is listed in your Course List in Blackboard (MATH-1234-001).



The screenshot shows the 'Courses' search interface in Blackboard. It features a search bar with three radio button options: 'Course ID', 'Instructor', and 'Name/Description'. Below the search bar is a text input field and a 'Search' button. At the bottom, there are three radio button options for 'Created in Last': 'All Courses', 'Month', and 'Day'.

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. In the **Discussion** Board option, select the second option under Discussion Boards – this will only copy the forums and not any starter posts.



The screenshot shows the 'Discussion Board' options. The 'Discussion Board' option is selected with a blue checkmark. Below it are two radio button options: 'Include starter posts for each thread in each forum (anonymized)' and 'Include only the forums, with no starter posts'. A red arrow points to the second option, which is selected with a blue circle.