



Copy and Anonymize Discussion Posts

Overview

This tutorial will explain how to **Copy and Anonymize Discussion Posts**. The process reuses completed discussion posts from one course and imports them to another. These posts can serve as a resource or provide model posts to a new group of students.

Quick Steps

Open Original Course > Control Panel > Packages and Utilities > Course Copy > Select Copy Type > Browse > Select Destination Course ID > Submit > Discussion Board > Anonymized

Step 1

Open the course that you would like to copy Discussion Posts from (the original course) using the Courses link on the left menu of the Blackboard homepage.

Step 2

To copy Discussion Posts, you must access the Copy Course page. The Copy Course page can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on Packages and Utilities and select the "Course Copy" option [1].

•	Packages and Utilities -
	Bulk Delete
	Check Course Links
	Course Copy
J.	Export/Archive Course
	Import Course Cartridge



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Step 3

From the Copy Course page, use the dropdown field following the Select Copy Type option to select "Copy Course Materials into an Existing Course."

SELECT COPY TYPE			
Select Copy Type	Copy Course Materials into an Existing Course 🗸		
	Copy Course Materials into a New Course		
CELECT CODY ODTIONS	Copy Course Materials into an Existing Course		
SELECT COPY OPTIONS	Copy Course with Users (Exact Copy)		

Step 4

Scroll to the Select Copy Options section. Following the Destination Course ID option, click the Browse button [2].

SELECT COPY OPTIONS		2
* Destination Course ID	WOTC101001201810	Browse

Step 5

A Courses list will open in a new window. Select the desired destination course (where the Discussion Posts are going to) using the radio buttons in the Course ID column [3].

WOTC101001201810 WOTC 101 001 Online Course Design an Development Basics, Spring 2018	^d (3)
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Step 6

Click the Submit button at the end of the Courses window.





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Step 7

Following the Select Course Materials option, check the "Discussion Board" checkbox only, leaving all other checkboxes unchecked. Select the option for "Include starter posts for each thread in each forum (anonymized)" using the first radio button [4].

Discussion Board

(Include starter posts for each thread in each forum (anonymized)

○ Include only the forums, with no starter posts

Step 8

Click the Submit button.

Submit

Please contact the Office of Online Learning at 803/323-2212 or blackboard@winthrop.edu with additional questions.

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