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 My Courses module on your 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].

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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.”

Step 4

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

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].

Step 6

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

![Checkbox for Discussion Board]

Step 8

Click the Submit button.

Note

Click on your Courses tab from the Portals navigation menu and open the new course to confirm that the materials copied successfully.

![Course List]

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