

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

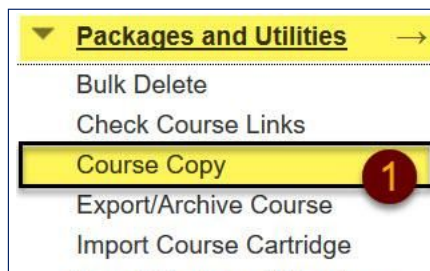
Open Original Course > Control Panel > Packages and Utilities > Course Copy > Select Copy Type > Browse > Select Destination Course ID > Submit > Discussion Board > Anonymized

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.

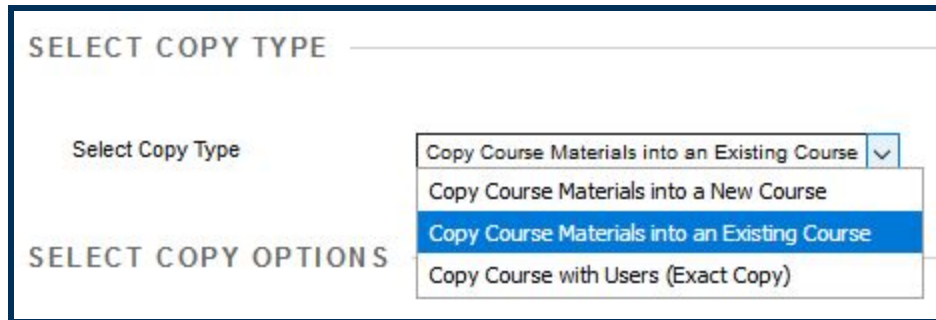
Step 2

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].



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.”



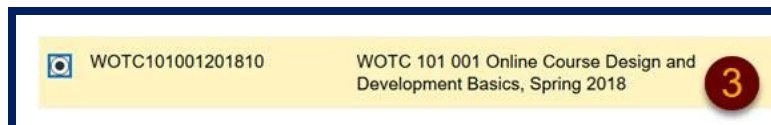
Step 4

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



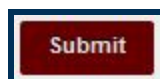
Step 5

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].

Discussion Board
 Include starter posts for each thread in each forum (anonymized)
 Include only the forums, with no starter posts 4

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.