Please follow the instructions below for copying the JSRCC Information Literacy Modules (Online Research Guide) into a Blackboard (BB) Course.

These instructions include creating a button in another course, specifically for the Library Modules.

1. The BB home page for the Information Literacy Modules includes student instructions and links to the pre-test, modules one through seven, assessments for modules one through seven, and the post-test.

2. On the home page, click on “Packages and Utilities” to reveal a list of options. Then select “Course Copy”
3. Item 1, “Select Copy Type” in “Course Copy” defaults to “Copy Course Materials into an Existing Course.” Do not change this selection.

![Figure 3: Select Copy Type](image)

4. Item 2, “Select Copy Options” requires a number of selections. Browse to select the destination course.

5. Under “Select Course Materials” select “Information Literacy Modules”

![Figure 4: Select Copy Options](image)

Skip to Item 7 below if you are not planning to use the assessments in your course.

6. If you wish to include the assessments in your courses, click on “Grade Center Columns and Settings” and “Tests, Surveys, and Pools” in the list of options in Item 2, Select Copy Options. (You may ignore all other options, as they do not apply to copying the modules.)

![Figure 5: Selecting Grade Center and Tests](image)
7. Do not change any selections in Item 3, “File Attachments.”

8. After making all selections, click on “Submit.”

![Submit](image)

Figure 6: Submitting Course Copy Request

9. When the course copy completes you will receive an email notification in your Reynolds.edu email.

In the destination course you will find a new button (or item if you have not created buttons) on your Course Menu. The Information Literacy Modules button will be the last button on the Course Menu.

Because the title is so long, you might wish to shorten it to “Info Lit Modules” or “Library Modules.”

![Course Menu](image)

Figure 7: Locating Information Literacy Modules Button
10. The last steps to take are to double check the course copy by clicking on the **Information Literacy Modules** button to verify the course copy took effect and also check your **Grade Center**.

   If you chose to use the assessments, course copy will automatically set up grading columns for the pre- and post-tests and each of the seven modules.

   ![Module Assessment](image)

11. If you are not using the assessments, you will need to delete each assessment individually in the **Information Literacy Modules** button. You may do this by hovering over the assessment title (i.e. “Module 1: Choose & Refine Your Topics”) and clicking on the down chevron and then selecting “Delete.”

If you have any further questions or need assistance with Course Copy, please contact Denise Woetzel at mwoetzel@reynolds.edu.