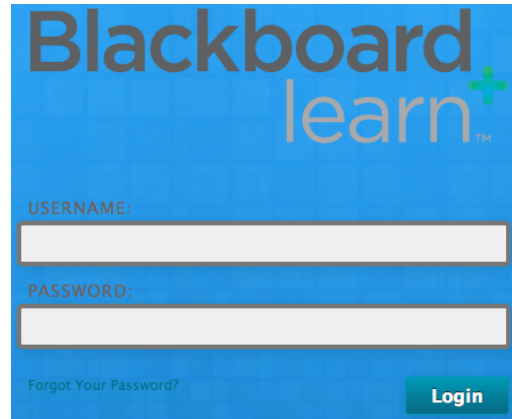


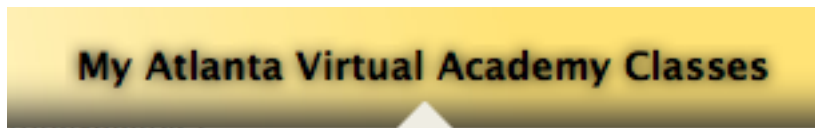


# Copying Content to Other Courses in Connected Classroom

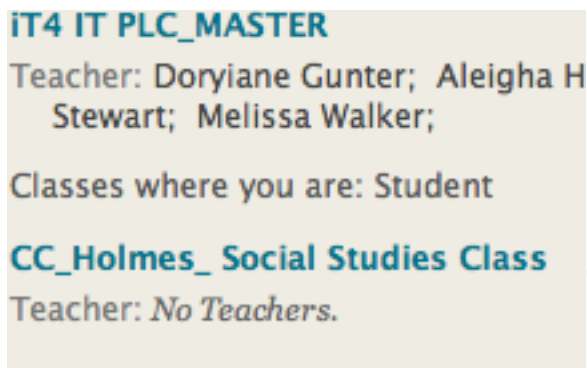
1. Go to [mybackpack.apsk12.org](http://mybackpack.apsk12.org)
2. Click on the **Connected Classroom Tile**
3. Log into Blackboard with your **network ID and password**



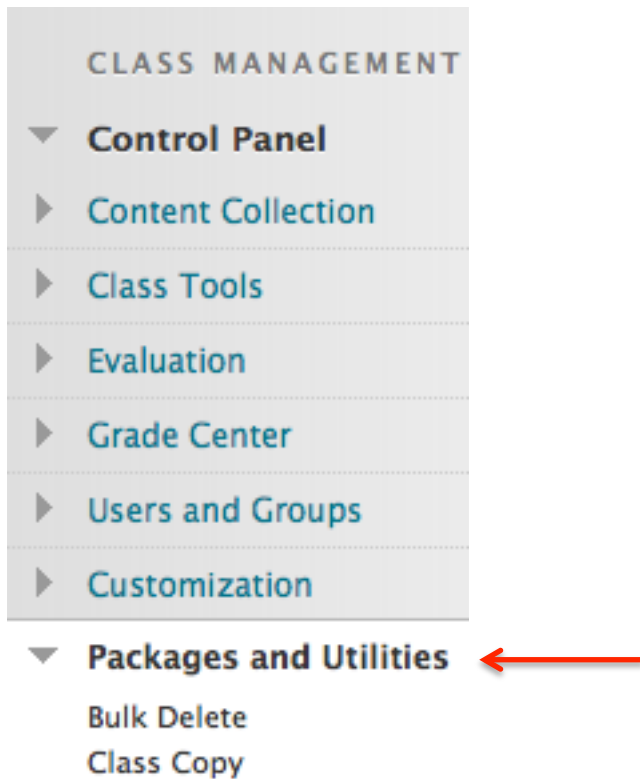
4. To view your Connected Classroom classes, click on **My Virtual Academy Classes**



5. Teachers will see their Connected Classrooms classes. Select the host course to copy into other courses



6. Under Class Management **select Packages and Utilities** and click on **Class Copy**



7. You have three options. Choose the second one. **Copy Class Materials into an Existing Class**

## 1. Select Copy Type

Select Copy Type

- ✓ Copy Class Materials into a New Class
- Copy Class Materials into an Existing Class ←
- Copy Class with Users (Exact Copy)

8. Select the course you want to copy content into. Click on **Browse**

## 2. Select Copy Options

\* Destination Class ID

9. Choose how you will search for the desired course. The courses will display. Click the button next to the course. Click **submit**

Search by:  Class ID  Teacher  Name/Description

Created in Last:  All Classes  Month  Day

Class ID	Class Name
<input type="radio"/> AVA_Student_Orientation_Fall2013	AVA Orientation Master

10. Select the content areas you want copied into the course. You can **Select ALL** or customize your selection

Select Class Materials

Content Areas

- Home Page
- Information
- Content



11. Choose **Copy links and copies of the content**

### 3. File Attachments

*Select an option for copying your file attachments. If content will be reused, select the option that includes additional information.*

Class Files

- Copy links to Class Files
- Copy links and copies of the content
- Copy links and copies of the content

12. Leave this option blank as you do not need to copy enrollments. Students are in each course. Click **submit**

### 4. Enrollments

*Copy enrollments for all users in the class. This option does not copy content.*

Enrollments

- Include Enrollments in the Copy