

## Blackboard Module Rollover Guide

The following document details what happens when your Blackboard modules roll over for the new academic year. If you require further support or would like more information about this, then please get in touch with the Learning and Teaching Development Service ([LTDS@ncl.ac.uk](mailto:LTDS@ncl.ac.uk)).

**Please note:** Module rollover has not changed from previous academic years. This guide has been created to fully document the process.

### Previous Academic Year

#### Module Content

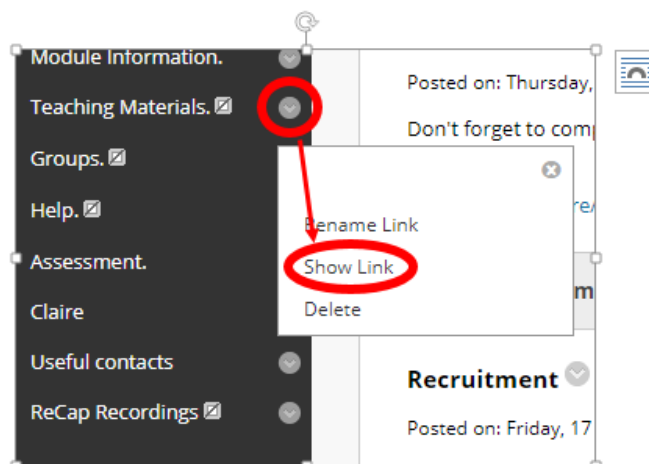
Please DO NOT delete anything from your previous year's module. In addition, content should NOT be hidden unless it is for a specific pedagogic reason. Students retain access in Blackboard to the modules they have taken for up to five years (or until they are no longer an enrolled student, whichever is sooner). There is evidence that students refer back to module content for revision purposes. Please, therefore, leave all of your content in the previous year's module as it stands.

It is vital that all assessment information is left intact in the previous year's module. You should NEVER delete any items from the Grade Centre, Turnitin assignments, Blackboard tests, WebPA assignments, Blackboard assignments, or any assessed use of collaborative tools.

### New Academic Year

#### Module Content

- All content is carried over from an existing module, but any content areas on the course menu will be hidden by default. This is to allow you to update/amend any content, if required, before your new cohort of students can view it. Hidden content areas are identified by an icon of a white box with a black line through it. To make a content area available to students, hover over it in the menu, click the drop down arrow, and select 'Show Link'. Repeat this for each area you wish to show.



- If content had Date/Time restrictions applied and you would like to reset these for the new academic year, you can use the Blackboard [Date Management Tool](#). This tool allows you to amend all dates/times simultaneously or on an individual basis.
- If content has been **Adaptively Released** by date, you can, again, use the Blackboard [Date Management Tool](#) to change the dates for the new academic year. If content has been adaptively released to a particular student, or group of students, this will be rolled over but will not be visible to the new cohort.
- New modules for the new Academic Year will be created from a blank template. If modules have been renamed then the content will need to be copied into that new module manually.

### Blackboard Announcements

- Announcements posted on the previous year's module will NOT be rolled over to the module created for the new academic year.

### Recap Recordings

- Last year's ReCap recordings are NOT copied to the new academic year's module.
- By default, all modules will have a ReCap content area on the course menu. However, it will not contain any recordings until new ones are created during the new academic year.

### Collaboration Tools

- Student activity within a module is not rolled over to the new academic year. If you have created content using collaboration tools such as discussion forums, these WILL be rolled over to the new academic year's module, but any student contributions will NOT be copied across.

### Turnitin Assignments

- Turnitin submission points should be stripped out of your new academic year's module. However, it is recommended that you check this and delete any that may have rolled over to avoid confusion. **DO NOT make any changes to the original Turnitin assignment in the previous year's module.**
- Any Turnitin assignments required for the new academic year need to be created from scratch.
- Student data is NOT rolled forward from one year to the next. If you need to refer back to a student's work from the previous year you will need to access this in the previous year's version of the module.

## Blackboard Tests and Surveys

- Blackboard tests and surveys are copied over to the newly created course but are not deployed. This applies to ALL Blackboard tests including OLAF. This means tests and surveys from last academic year are not available to students, and there will not be a column for them in the grade centre.
- As an instructor you can edit a test to update it and make it available to your new cohort of students. You may find it useful to look at the '[Deploy Tests and Surveys](#)' and the '[Test Options](#)' sections on Blackboard Help.
- Any question pools that have been created in a previous year's module will roll over to the new academic year's module.

## Module Enrolments

- If you were enrolled on a module as an instructor last academic year and accessed the module at least once during that year you will be enrolled on that module again in the new academic year. Any staff new to teaching on new modules who are listed in MOFS will also be enrolled. For any other changes please contact the IT Service Desk ([it.servicedesk@ncl.ac.uk](mailto:it.servicedesk@ncl.ac.uk)).

## Parent and Child Modules

- Any modules that have been combined to create a parent-child relationship will continue to have the same connection in the new academic year.