Start the Semester Checklist

Activate Your Course

Before students can access your course in Springboard, you must activate it.

1. Go to the Course Home of the course you want to activate.
2. Click the ACTIVATE Course button in the top right of your homepage.

3. Check the box under the Activate Course section.

If you don’t want students to have access right away, put a checkmark beside “Course has a start date” and specify the access date.

Specify a “Course has end date”, which will be the last day the students have access to the course. Most instructors choose to allow access 10 days beyond the end of the semester to allow students time to complete final exams and check grades. Students calling or emailing Zip Support with requests for access beyond the course end date will be directed to contact their instructor.

4. Click Save.
Copy Course Components

The **Copy Course Components** function allows you to reuse materials from an existing course. However, use data is **NOT** copied. Follow these steps to select and copy existing course components from one course to another. For best results, work through these steps in order.

You can copy components from any course that you have instructor-level access to. If you would like to copy components of another instructor’s course, that instructor will need to provide written permission to springboardhelp@uakron.edu.

If you are copying linked or associated components, you must copy **all** of the related components at the same time.

**Step 1: Access Copy Components**

1. Log in to Springboard
2. Within your targeted course on your Springboard Homepage, click the edit course button at the top right of the page (that is, the new course this semester).
3. Click the Import/Export/Copy Components

![Site Resources](image)

4. Select Copy Course Components from Another Org Unit.
5. Click Start.

Step 2: Choose Components to Copy

1. The Copy Course Components page will appear divided into two sections:
   a. The top section lists your current course components. Click the View Detail beside a component to see existing items already in your course site.

   ![Current Course Components](image)

   b. The bottom section allows you to select the org unit you want to copy components from:
      i. Choose Existing Offering to copy components from another course offering you’re enrolled in. You can select an offering from the list or click Search for offering to find the course offering using a pop-up window.
2. When you select the course offering, a section called Choose Components to Copy appears that lists the components available to copy. Select the components you want to copy using the check box next to each component.

3. To copy only certain items from a component, choose Select individual items to copy. This allows you to select individual quizzes, discussion forums, dropbox folders, etc.

4. When you are finished selecting components, click Continue.
   a. If you chose “Select individual items to copy” for any component in the previous step, the Select Items page appears. This page lists all of the items and any sub-items contained in the current component. (For example, on the Select Dropbox Items page, you will see all of the dropbox folders and categories.) Otherwise, the Confirm Components to Copy page appears.
   b. Select the individual items and sub-items you want to copy and click Continue.
   c. To view sub-items, click the + icon next to an item or click Expand All at the top of the list.
   d. Repeat the previous step for any other components for which you chose “Select individual items to copy.” The Confirm Components to Copy page appears. This page lists all the components that are copied and the number of items selected for each component.

5. You can change the items selected within a component by clicking the Modify link beside the item. This takes you back to the Select Items page for that component.

6. Click Finish to begin copying.
   a. The Copy Summary page displays, showing the copy progress.
   b. When a component successfully copies, a green check mark appears beside it. If any component fails to copy properly, a red X appears beside it.

7. When the process is finished, click Done.
Create News Items

News Items are the first thing your students see upon entering your course. Information you as the instructor deem critical for students should be placed here.

1. To create a News Item choose one of the follow options
   a. Click the **New News Items** from the News widget menu.

   ![New News Items](image)

   b. On the News page, click the **New Item**.

2. Enter the news headline in the **Headline** field.

3. Enter the news content in the **Content** field.

4. If you want to hide your headline’s date and time, clear **Always show start date**. By default, a news item’s start date and time appears below its headline when displayed in the News widget.

   ![Start Date](image)

5. Select the posting availability date in the **Start Date** and **End Date** drop-down lists or by clicking their **Select Date** icons. News items publish immediately unless you specify an alternate start date from the **Start Date** drop-down list.
6. You can remove a news item on a specific date by selecting the check box **Remove news item based on end date**. You and administrators can still see the news item after its end date, but it will not appear in the News widget.

7. You can include attachments as part of your news item:
   a. To add an attachment, click **Add a File** in the Attachments section.

8. Click **Attach Existing** or **Create and Attach** to include additional release conditions.

9. Click **Save as Draft** to continue editing the news item (students cannot see draft news items), or click **Publish** to release news items to users.

10. Note: If you set a news item’s start date for the future, the posting is not visible to the users until that date. Example: If you want a news item to appear on Monday morning, specify a start date of Monday at 12:00 p.m.