Brightspace
- Applying Templates to Shells using CCB-

Acquiring Your Data

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Required data:

1. Source Course Code or OrgUnitID (template course) - Locate in Org Unit Editor.

2. New Course Code (courses requiring the template) - Extract from Banner Integration files; available upon request.

Optional fields are outlined here.

Example of the Org Unit Editor

WVNET Testing Site (6641)

Properties   Jump To: Homepage |

[Edit Properties]   [Move to Recycle Bin]

ID: 6641   ***OrgUnit ID***

Type: Course Template

Date Created: Jun 5, 2017 12:20 PM

Name: WVNET Testing Site

Code: ct_wvnet_sandboxes_cb   ***Course Code***

Path: /content/enforced/6641-ct_user_sandboxes_cb/

Using your data to build a .csv

Steps:

1. Obtain the CCB .csv template from the [Bulk Tools Course](#).

2. Populate the 'New Course Code' column in the template with Course Codes from Banner Integration Files.

3. Ensure the 'Source Course Code' column has the same number of rows as the 'New Course Code' column. Each source course should be listed the same number of times as the corresponding new courses.

How the .csv Template should look

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.csv Template Before

	A	B	C	D
1	Source Course Code or Org Unit ID	New Course Name	New Course Code	Course Template Code
2	12345		test_course_1	
3	12345		test_course_2	
4	your_source_course_code		test_course_3	
5	your_source_course_code		test_course_4	
6				

.csv Template After

	A	B	C	D
1	Source Course Code or Org Unit ID	New Course Name	New Course Code	Course Template Code
157	12345		test_course_156	
158	12345		test_course_157	
159	12345		test_course_158	
160	12345		test_course_159	
161	12345		test_course_160	
162	12345		test_course_161	
163	12345		test_course_162	
164	12345		test_course_163	
165	12345		test_course_164	
166	12345		test_course_165	
167	12345		test_course_166	
168	12345		test_course_167	
169	12345		test_course_168	
170	12345		test_course_169	
171	12345		test_course_170	
172	12345		test_course_171	
173	12345		test_course_172	
174	12345		test_course_173	
175	12345		test_course_174	
176				

Choosing which course components to copy

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1. In admin tools (top-right cog wheel), locate 'Bulk Tools Configuration' and click.

2. Navigate to the 'Copy Course Bulk' tab for CCB configuration.

3. Select the semester and desired course components to copy from the template.

4. Scroll down and click 'Save' to finalize configurations.

Bulk Course Create   Bulk Course Export   **Copy Course Bulk**

Inbox Path *

/content/BulkTools/CCB/**Inbox**/   Change Path

Outbox Path *

/content/BulkTools/CCB/**Outbox**/   Change Path

Semester

WVNET Sandboxes - SB_SEM

Course Settings:

☐ **33** items selected Clear Selection

☑ Awards

☑ Attendance Registers

☑ Checklists

☑ Competencies

☑ Content

Running your .csv using CCB

1. Navigate to the Brightspace Bulk Tools course.

2. Click 'Manage Files' in the Navbar.

3. Access the 'CCB' folder and choose the 'Inbox' folder.

4. Upload your .csv file here for overnight processing; results will be available the next morning.

Note: If another file is present, contact Cory, Zack, or the WVNET Helpdesk. More details on the next page.
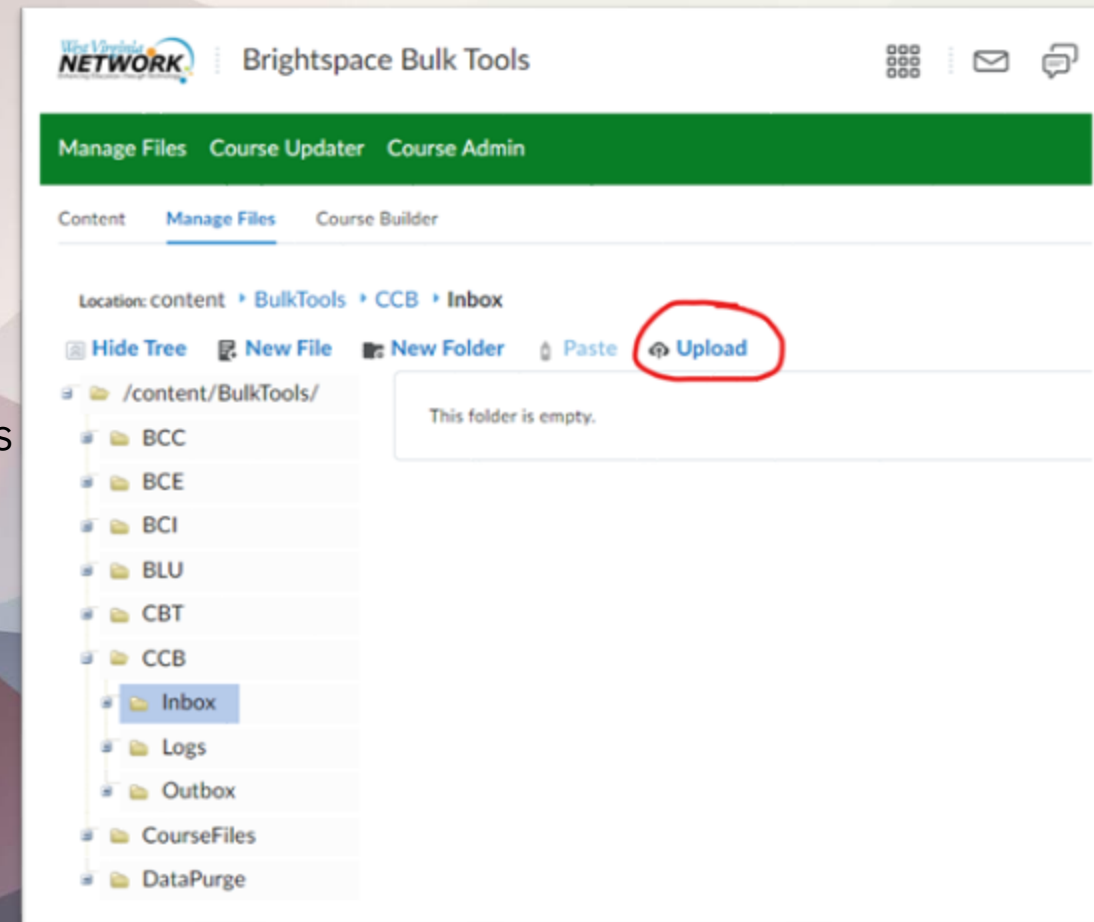
Important things to note

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The tool operates once daily at 3:30 AM, shared among all admins. Conflicts may arise if admins modify Bulk Tool Configurations on the same day. Check for .csv files in the Inbox folder to see if the tool is in use.

If present, avoid using the tool and contact Cory, Zack, or the WVNET Helpdesk.

Note: No undo button exists, so thoroughly review changes before large-scale use; reversing changes requires manual deletion, consuming significant time.

Closing and Other Information

Looking for more information on
Brightspace and Banner Integration?
Check out our website

Contact our 24/7 Helpdesk

Phone: 304-293-5192
Email: helpdesk@staff.wvnet.edu

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