Note that links that were posted into a course when it was in Blackboard can’t just be copied into Brightspace and be re-used.

1. Go into the course in Brightspace.
   a. If the course content has been copied from Blackboard and you see links in there for SIPX you should first delete all of those links/items from the course page in Brightspace. If a student tries to use them they will not get them to the content and it’s easier to find and delete them up front. We have built something that tries to find these links and remove them but it’s not guaranteed to work every time especially if the links are interspersed with other course content.
   b. From within the course in Brightspace use the SIPX tool integration quicklink to come to SIPX.

2. Once you hit SIPX you should see a jump start page.
   a. There are three radio buttons at the top. Select the one for “Renew a previous version of a course” and then find the course name (from the old version) in the list. Select and then hit Renew. (This is the same process you would have done for copying an old Blackboard course into a new version between terms!)
   b. You will be asked to select the term and verify the number of students. Click “Jump start course” to continue.
   c. This then copies the course content within SIPX from the old course into the new one. You should check the list to make sure it’s all there and look for anything that has been sent to manual clearance.

3. You should then see the normal message at the top of the screen indicating that Change(s) to X reading(s) has been posted to Brightspace. That’s the same auto-injection that we had in Blackboard but now the links are going into Brightspace!
   a. NOTE: because of how Brightspace works you may see something that asks you to confirm that you intend to let us post to your page. There’s a SIPX warning in the green space that says something like “Posting your readings isn’t working” – if you see this then you just need to click on the checkbox that says “Do not ask me again for this application” and the button “Continue” and then it should push the links through.

4. Go back into the course in Brightspace and check that the SIPX readings and links are now there. If you find some missing but you know they were in the course in SIPX you can enter SIPX again via the quicklink tool and it should trigger the auto-injection for the rest of them. This may be the case if you did get one of those warning messages but otherwise I wouldn’t expect any to be missing.