Fall 2004 Course Management Options

The options below may be a bit confusing. If so, please don't hesitate to call Jefrey Rohrlick at 4670 if you have any questions.

Option 1 – Course Copy (Recommended Method): If you want to copy material from your Spring 2004course sections into your Fall 2004 course sections, use the built in Blackboard copy course feature.

(Note 1: If your Fall 2004 courses are not yet loaded into your account, contact Jefrey Rohrlick ext. 4670 so that a course shell can be loaded into your account. This shell will not be deleted and will allow you a safe place to store your content until the Fall 2004 course sections are online. Once online, you can then move your content from the shell course section to the appropriate Fall 2004 course section).

(Note 2: The course grade book scores are not saved using this process. You must save your grade book by exporting the grade book directly from your course section if you want to retain a back-up of Cadet grades – see exporting course grades below for directions on this process)

To copy material from one course to another, follow the directions below:

1. Enter the course you want to archive.
2. Click on Control Panel.
3. Under the Course Options Area, Click Course Copy.
4. Select the destination course that you wish to copy to.
5. Select the content that you wish to copy.
6. Click the submit button.
7. You will get a receipt message saying the copy process was successful.

Option 2 – Course Export: If you want to save some of your work, but do not have a destination course in mind at this time, you can use the Export Course feature to select what you want to save and Blackboard will create a zip file which can be restored into a course at a later date using the Import Package feature. ***(Note that the course grade book scores are not saved using this process. You must save your grade book by exporting the grade book directly from your course section if you want to retain a back-up of Cadet grades - see exporting course grades below for directions on this process).***

Follow the directions below:
<u>*Course Export:*</u>

1. Enter the course you want to export.
2. Click on Control Panel.
3. Under the Course Options Area, Click Export Course.
4. Select the content that you wish to export.
5. Click the submit button.

6. Click on the link that says “Click here to download course package”

7. You will be prompted to save your zipped course section to your computer.
8. Save this file in a safe place so that it can be restored at a later time.

Import Package

1. Enter the course in which you want to import content.
2. Click on Control Panel.
3. Under the Course Options Area, Click Import Package.
4. Browse for the zip file that you exported earlier.
5. Check the areas that you want to import.
6. Click the submit button.
7. You will get a receipt message saying the import process was successful

Option 3 - Archive Course: This is the best option if you want to retain your entire course as a back-up that may be restored at a later time. The archive course option creates a zip file that can be restored by the Blackboard System Administrator at a later time. ***(Note that the course grade book is not saved in the archive. You must save your grade book by exporting the grade book directly from your course section if you want to retain a back-up of Cadet grades - see exporting course grades below for directions on this process).***

To archive your course follow the directions below:

1. Enter the course you want to archive.
2. Click on Control Panel
3. Under the Course Options Area, Click Archive Course
4. Click on the submit button.
5. Click on the link that says "Click here to download the exported course site"
6. You will be prompted to save your zipped course section to your computer.
7. Save this file in a safe place so that it can be restored at a later time
8. When you are ready to restore your course contact Jeffrey Rohrlick at ext. 4670

Exporting Course Grades

1. Enter the course which contains the grades you want to save.
2. Click on Control Panel
3. Under the Assessement Area, Click Gradebook
4. From the menu bar, click on Download Grades
5. Click the Download Button.
6. You will be prompted to save your file to your computer.
7. This file can then be opened by excel or saved on your computer as a back-up.