

Blackboard

Archiving and Copying a Course



FLORIDA A&M UNIVERSITY
Instructional Media Center · Coleman Library, Room 104
Tallahassee, FL 32307



Excellence With Caring

Office of Instructional Technology

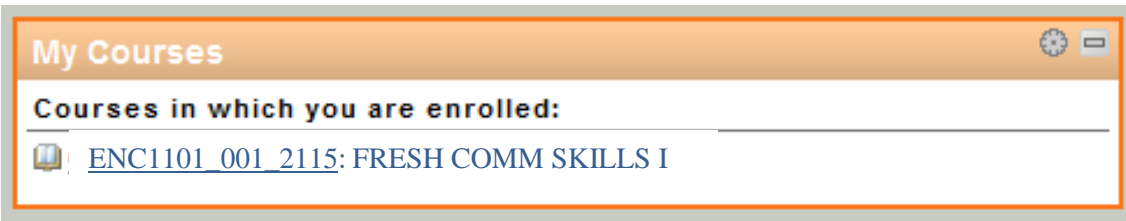
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oit@fam.u.edu

Making a Course Available to Students

As part of our "Snapshot" process, we create blank Blackboard course shells for *all* courses being offered during a semester, based on the course listings in the iRattler system. Those courses are initially created as "unavailable"; in other words, a student won't actually be able to get to a course in Blackboard unless the faculty member changes a particular setting to make that course available to students.

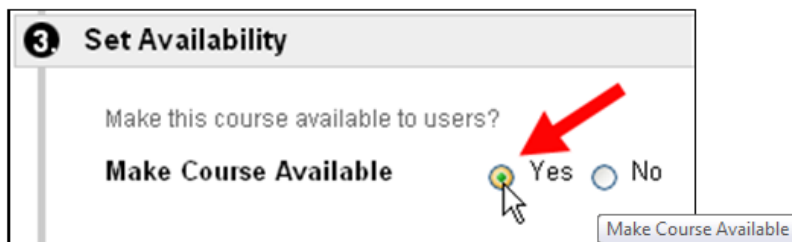
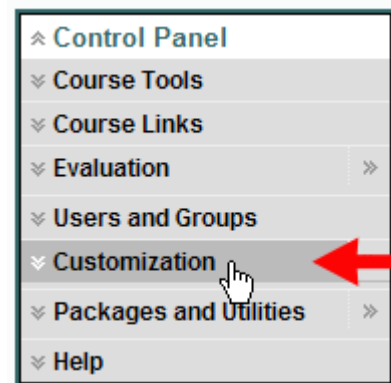
To activate your Blackboard course for the semester (that is, to make it available to students):

1. FAMUs blackboard site can be found at: <http://famu.blackboard.com>. You can access your Blackboard course by logging in to blackboard with your FAMnetID and password (ie. john.doe)
2. If you are on the main My Blackboard page in Blackboard, you can access your course by finding it in the **My Courses** module in the middle column on that page and then clicking on the link for the course:



Within that course, scroll down (if necessary) to the new Bb 9 Control Panel, and click on **Customization** to expand that section.

3. Within the expanded Customization section, click on the Properties link:
4. Scroll down to Section 3 on that "Properties" page - **Set Availability** - and click on the radio button next to "Yes" (for **Make Course Available**):



5. Once you've set the availability to Yes, scroll down to the bottom of the page, and click on the **Submit** button to send your change to the server.



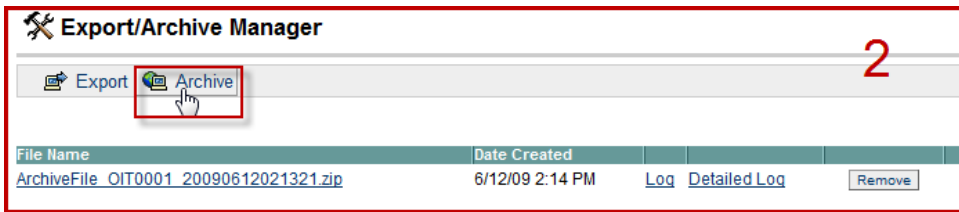
6. In the green status bar at the top of the page, Blackboard will indicate that the properties for your course "have been updated."

Archiving a Course

Step #1: Located in the Control Panel click on “Archive Course”



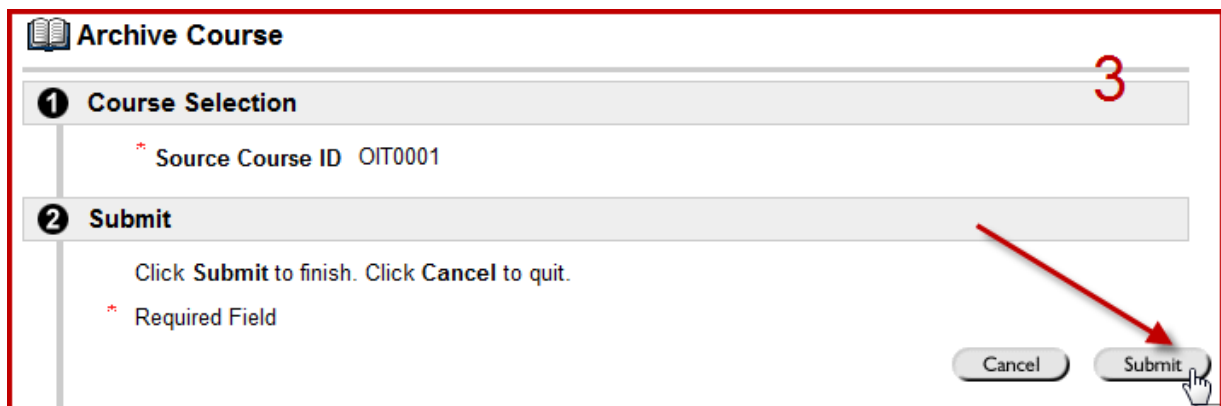
A screenshot of the 'Course Options' menu. The menu items are: Manage Course Menu, Course Design, Manage Tools, Settings, Recycle Course, Course Copy, Import Course Cartridge, Import Package, Export Course, and Archive Course. The 'Archive Course' option is highlighted with a red box and a red number '1' to its right. A mouse cursor is pointing at the 'Archive Course' link.



A screenshot of the 'Export/Archive Manager' interface. The 'Archive' button is highlighted with a red box and a red number '2' to its right. Below the buttons is a table with columns for File Name, Date Created, Log, Detailed Log, and Remove. The first row contains the file name 'ArchiveFile_OIT0001_20090612021321.zip', the date '6/12/09 2:14 PM', and links for 'Log' and 'Detailed Log'.

Step #2: Click on “Archive”

Step #3: Click “Submit”



A screenshot of the 'Archive Course' form. The form has two sections: '1 Course Selection' and '2 Submit'. The 'Course Selection' section has a field for 'Source Course ID' with the value 'OIT0001'. The 'Submit' section has instructions: 'Click Submit to finish. Click Cancel to quit.' and a note '* Required Field'. At the bottom right, there are 'Cancel' and 'Submit' buttons. A red arrow points to the 'Submit' button, which is also highlighted with a red number '3'.

Archive: OIT0001

danny.malone@famuedu

Sent: Fri 6/12/2009 2:14 PM

To: Qingfu Wang

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Email Confirmation

To: Qing Wang

Archive: OIT0001

The operation has completed. The file may be downloaded from the Control Panel.

The results of the process are shown below.

Jun 12, 2009 2:14:14 PM - Status: The operation archive has completed.

Step #5: Click on your Archive File and "Save" the File to your computer

File Name	Date Created		
ArchiveFile_OIT0001_20090612021321.zip	6/12/09 2:14 PM	Log	Detailed Log

Remove

OK

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File Download

Do you want to open or save this file?

Name: ArchiveFile_OIT0001_20090612021321.zip
Type: Compressed (zipped) Folder, 10.7MB
From: famu.blackboard.com

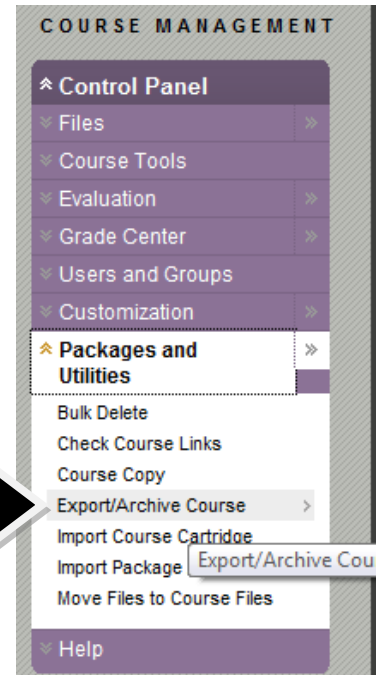
Open Save Cancel

Always ask before opening this type of file

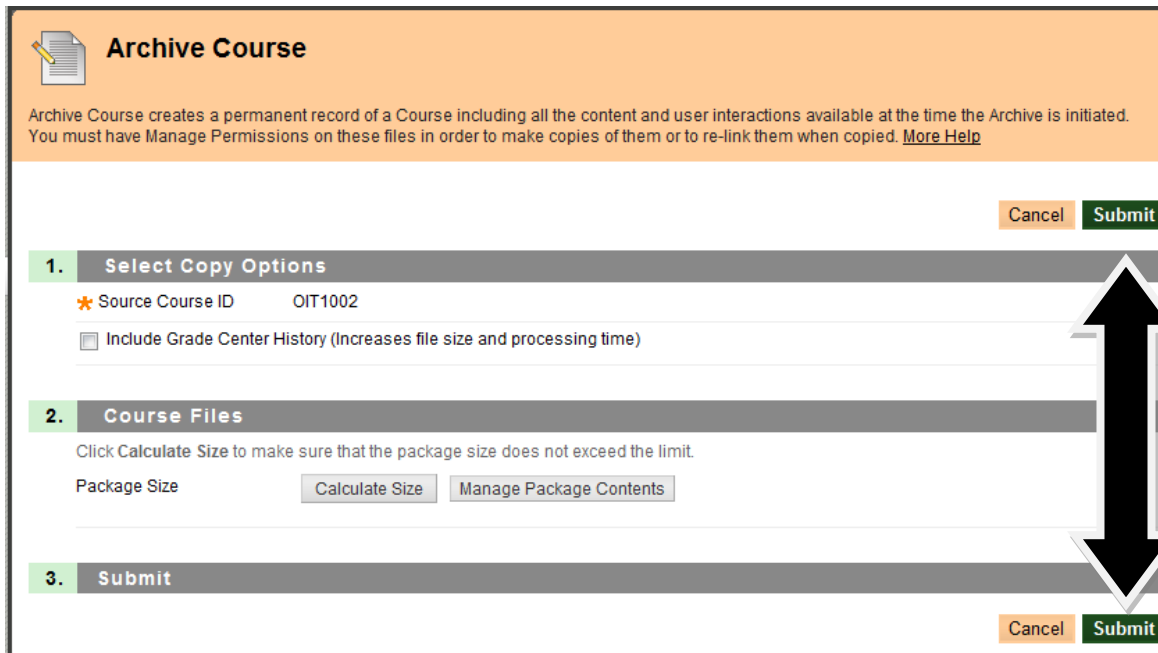
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Archiving a Course in Blackboard 9

1. From the Control Panel select **Packages and Utilities**
2. Choose **Export/Archive Course**
3. Click the **Archive Button** (top right)



4. Click Submit



Downloading Archived file in Blackboard 9

1. Go to the course
 2. From the Control Panel select **Packages and Utilities**
 3. Choose **Export/Archive Course**
 4. Click on the link to archive file
 5. Click **Save** to download the file
- OR
6. Right click on the link and select **Save Link As**
 7. Select a location for the file and click **Save**

****NOTE: DO NOT change the name on the file****

The screenshot displays the 'Export/Archive Course' interface in Blackboard 9. At the top, there is a header with a document icon and the title 'Export/Archive Course'. Below the header, there is a paragraph of text explaining the export and archive process, followed by a 'More Help' link. Two buttons, 'Export' and 'Archive', are visible. On the right side, there is a link for 'Export Common Cartridge'. Below this, a table lists the archived files. The table has two columns: 'File Name' and 'Date Created'. The first row shows the file name 'ArchiveFile_OIT1002_20110922093228.zip' and the date '9/22/11 9:32 AM'. A large black arrow points to the file name. Below the table, there is a 'File Download' dialog box. The dialog box asks 'Do you want to open or save this file?' and displays the file name, type ('WinRAR ZIP archive, 13.8MB'), and source ('famu.blackboard.com'). There are three buttons: 'Open', 'Save', and 'Cancel'. A large black arrow points to the 'Save' button. At the bottom of the dialog box, there is a checkbox for 'Always ask before opening this type of file' and a warning message about internet files. An 'OK' button is located at the bottom right of the main interface.

Importing A Course Package

1. From the Control Panel Select **Packages and Utilities**
2. Choose **Import package/ View Log**
3. Click on **Import Package**

The image shows a screenshot of a web application interface for course management. On the left is a vertical navigation menu titled "COURSE MANAGEMENT". It contains several expandable sections: "Control Panel" (expanded), "Files", "Course Tools", "Evaluation", "Grade Center", "Users and Groups", "Customization", "Packages and Utilities" (expanded), and "Help". The "Packages and Utilities" section is highlighted, and a red arrow points to the "Import Package / View Logs" option. On the right is the "Import Package / View Logs" page, which has an orange header. Below the header is a green button labeled "Import Package", with a red arrow pointing to it. Below the button is a form with a label "Import Log Name" and a text input field containing the value "ImportFile_OIT1002_20101129024157_detailed.txt".

4. Click on the **Browse** in the **Select a Package** area.
5. Select the **Course Material** that you would like to include
6. Then press **Submit**.

HOW CAN I COPY MY ENTIRE COURSE FROM ONE SEMESTER TO ANOTHER?

The Copy Course feature copies course material from one course site to another. For example, you may have created documents in the summer version of the course that you want to add to your fall course site. This feature also allows you to combine materials from two or more separate course sites into one.

You can copy over course materials from a current or previous course site to a new course site. You must be an instructor of record in both courses to use this feature.

1. You must access the Control panel from the **Source Course**
2. Then, click **Packages and Utilities**
3. Click **Copy Course**
4. Select **Copy Course into an Existing Course**
5. Click on the **Browse** button next to the **Destination** course field
6. Select the course you want to copy the material into by clicking on the **Select** button next to the course
7. Press **Submit**
8. You will see the course ID listed in the **Destination Course** field
9. Choose the areas you want to copy. For best results, we recommend you to select all elements to copy
10. Click the **Submit** button