

Making and Using Backups of Your Course Materials

At the end of every semester, please make a backup of your course. Courses remain on the Blackboard server for only one year.

In addition, it is always a good idea to have a backup in your own hands. Most instructors periodically back up the following:

- [The entire course, including student work \(archive\)](#)
- [Course content, excluding student work \(export\)](#) (Also see this section for how to import this content back into your new course)
- [The Grade Center](#)
- [Student email addresses](#)

Archive Course: Creates a permanent record of a course including content and user interactions. This is useful for keeping a record of your course as required by CUNY.

Go to the Control Panel and open the Packages and Utilities group. Click on Export/Archive Course. You can choose if you want to keep the Grade Center History (if you uncheck this, you will keep current Grade Center grades, but not the history of grades that have been changed).

Once the archive process has completed, you should receive an email. Then go back to Control Panel and Export/Archive Course. You will see a link that you can right-click on to save the file. This zip file is meant to be imported back into a Blackboard course by a System Administrator when necessary (as in the case of a grade dispute).

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. More Help

[Export](#) [Archive](#) [Export Common Cartridge](#)

File Name	Date Created
ArchiveFile_BMCC_Practice_20120608095153.zip	6/8/12 9:52 AM

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

Export Course: Creates a file with course content that can later be imported and used to teach another course with the same content. Student work is not included. You can choose which areas you would like to export.

Go to the Control Panel and open the Packages and Utilities group. Click on Export/Archive course and choose Export Course. Choose the areas you want to export.

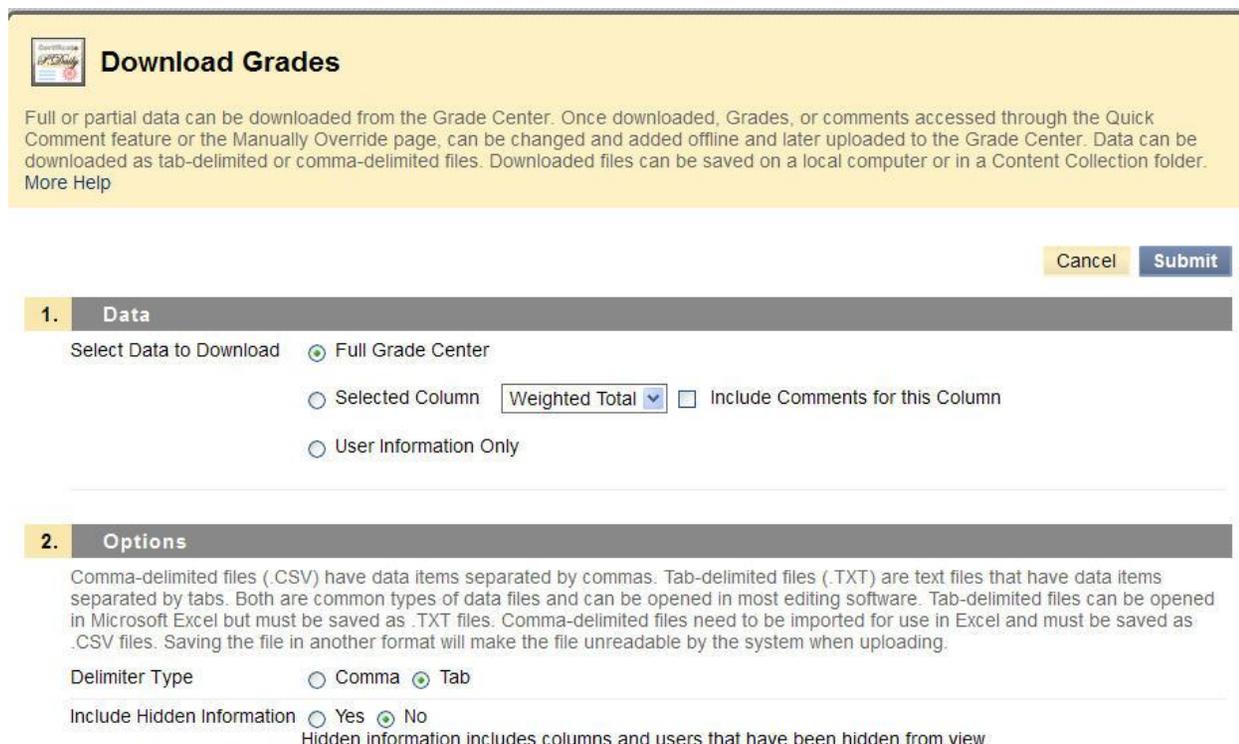
Once the export process has completed, you should receive an email. Then go back to Control Panel and Export/Archive Course. You will see a link that you can right-click on to save the file. This zip file is meant to be imported back into a Blackboard course when you want to use the same content.

Import Package: When you are ready to import course content that you have previously exported, you must first make sure that the course shell for the new semester has been created. Once that course shell is ready for use, you can choose the course materials that you would like to import into the new course.

Start by going to the Control Panel on the course into which you wish to import the content and open the Packages and Utilities group. Click on Import Package/View Logs and choose Import Package. Choose the file in which you have saved your course materials and then choose the areas you want to export. Click Submit.

Download Grade Center: Saves the Grade Center to an Excel file.

Go to the Control Panel and open the Grade Center group. Choose Full Grade Center. Over on the right-hand side of the full Grade Center, click the drop-down box next to Work Offline and choose Download.



Download Grades

Full or partial data can be downloaded from the Grade Center. Once downloaded, Grades, or comments accessed through the Quick Comment feature or the Manually Override page, can be changed and added offline and later uploaded to the Grade Center. Data can be downloaded as tab-delimited or comma-delimited files. Downloaded files can be saved on a local computer or in a Content Collection folder. [More Help](#)

Cancel Submit

1. Data

Select Data to Download Full Grade Center

Selected Column Include Comments for this Column

User Information Only

2. Options

Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

Delimiter Type Comma Tab

Include Hidden Information Yes No

Hidden information includes columns and users that have been hidden from view.

You can choose to save the full grade center, separated by tabs, without hidden information. The file you download is in .xls format, which can be opened in Excel or imported to other spreadsheet programs.

Copy Student Email Addresses: Copy and paste students' email addresses.

Go to the Control Panel and open the Users and Groups area. Choose Users and you will see a class roster. Click on Edit Paging and choose how many to list on the page. Copy and paste the student information into Word, Excel, or another program for editing/saving.

Created by BMCC E-Learning Center