



# Blackboard Course Migration Help Page

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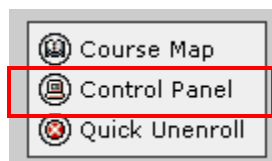
Faculty have the following options to retain their academic resources as old Blackboard courses are deleted:

**Course Copy:** The Course Copy feature enables faculty to copy content from one course to another course they are teaching. Instructors can select areas, such as Announcements, Staff Information or Course areas to copy. Course Copy will add content to a course, but it will not remove existing content. Course Copy can be used to copy selected course materials into a new course, to create a new section of the same course, or to share content across several courses without having to recreate the content in each course. If you do NOT have a course shell to move the old course to, you should export the course to a zip/flash/cd or hard drive.

**Export Course:** You can export your course on to your flash/zip/cd or hard drive and keep it until the next time you teach the course. You can import the course into the course shell once it becomes available to you. However, when Blackboard software is updated to a newer version some material may prove difficult to import back into your new course site. Please save most valuable material on a CD, flash drive or you PC.

**Archive Course:** Archive Course creates a permanent record of a course including all the content and user interactions. Unlike the Export Course feature, Archive Course is not useful when trying to create a package of content to be used at a later time or with another course. Archived courses are saved as .zip files with the following file naming structure: ArchiveFile\_Course\_ID.ZIP. These .zip files are stored and Instructors can access them for use in the future. Archiving a course does not remove it from the system.

To perform any of the options navigate to the selected course in Blackboard and click on the **Control Panel** Option.



## Step-by-step instructions for the three options described above

If you need assistance, please call Maya Georgieva # 5219, or email questions to [mgeorgieva@stfranciscollege.edu](mailto:mgeorgieva@stfranciscollege.edu)

### Course Copy:

The **Course Copy** feature copies course materials from one course site (source course) to another (destination course). For example, you may have created documents in a summer course that you want to add to your fall course. This feature allows you to add materials from one or more course sites into another. You must be an INSTRUCTOR in both the source and destination courses in order to perform course copy.

From the **Source** Course:

1. Enter the Control Panel.
2. Under Course Options (lower, left section) click Course Copy.

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Archive Course</a>	<a href="#">Import Package</a>
<a href="#">Recycle Course</a>	Resources
<a href="#">Manage Tools</a>	<a href="#">Course Copy</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>

3. Select: copy materials into an existing course
4. Click **Browse** to bring up a window that displays search options.
5. Select **INSTRUCTOR** and type your **Blackboard username** in the box. A listing of all the courses connected with your name and ID will be displayed.
6. Choose the course destination by clicking the appropriate **Select** button from the provided list.
7. Choose the areas you want to copy by clicking on the appropriate boxes.
8. Click "**Submit**".
9. Depending on how much content you have in the course, the process will take from two to five minutes.
10. Check destination course for the materials you copied.

### Export Course:

If you wish to download certain areas of your course website, you would use the Exporting option.

1. Select "Export Course" from the "Course Options" area in the Control Panel.

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Archive Course</a>	<a href="#">Import Package</a>
<a href="#">Recycle Course</a>	Resources
<a href="#">Manage Tools</a>	<a href="#">Course Copy</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>

2. Select which materials you would like to include in your export package. For example, if you wish to include all content areas, but are not interested in exporting the Announcements, you can select the specific areas you want to export.
3. Click "**Submit**".
  - Select the link provided to "download the exported course site". The file will be exported into a zip file on your desktop.
  - An export log is also displayed on this screen, and you have the option to click the link provided to "view the detailed log file".
4. Select "OK".

**Note:** Exporting a course does not remove the original from the system.

## Archive Course:

If you wish to download your entire course, you should choose the **Archiving** option instead of Exporting.

1. Select "Archive Course" from the "Course Options" area in the control panel.

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Archive Course</a>	<a href="#">Import Package</a>
<a href="#">Recycle Course</a>	Resources
<a href="#">Manage Tools</a>	<a href="#">Course Copy</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>

2. Select "Submit".
3. Next, a receipt for the export will be generated by the system
4. Select the link provided to "download the exported course site".
  - The file will be exported into a zip file on your desktop.
  - An archive log is also displayed on this screen, and you have the option to click the link provided to "view the detailed log file".
5. Select "OK".

**Note:** Archiving a course does not remove the original from the system