

Black Basics - Misc

To Copy or Export/Archive your Blackboard Course

1. Go to the course you want to backup and click **Control Panel**
2. Click on **Packages & Utilities**



Packages and Utilities

» Recycle

Recycle the course by selectively removing areas.

» Course Copy

Copy information from selected course.

» Export/Archive Course

Create a backup package of the Course. Archive will include user records and interactions with the Course while Export will only include Course content.

» Import Course Cartridge

Download and install a Course Cartridge.

» Import Package / View Logs

Import specific areas or all of the materials in a package file.

3. **Course Copy**
4. Chose **Copy Course Materials** into an existing course
5. Browse to identify a **Destination Course**. This may be an active course or a development shell. **IMPORTANT - DO NOT COPY INTO AN ACTIVE COURSE IF YOU HAVE ALREADY DEVELOPED PARTS OF THE COURSE AS IT MAY OVERLAY AND DELETE EXSISTING COURSE MATERIALS.**
6. Select course materials to copy. If in doubt what you want, choose all. You can later delete any unwanted items.
7. Click submit. Blackboard will generate an email to you when the copy is complete.

8. Archive/Export a course

9. For an Export, you will need to check those items you want to save for exporting into a new shell later.
10. For an Archive, there is only a "select" for the grade book. Check this.
- 11.** In both cases, click submit when done.