

Instructors are responsible for making and keeping backups of their course materials and other course data. Deleted data in a Blackboard (Bb) course cannot otherwise be recovered.

CREATE A FOLDER

Create a folder on your computer for all your course material. Be sure to save your documents in more than one place so that you have a backup. You may want to copy the content to your computer, a flash drive, CD/DVD or external hard drive.

BLACKBOARD COURSE SHELLS

Blackboard courses are removed from the server approximately one year after the end of the semester in which they are taught. Saving your Blackboard course materials on your computer allows you to reuse the materials by importing them to a new Blackboard course at a later date.

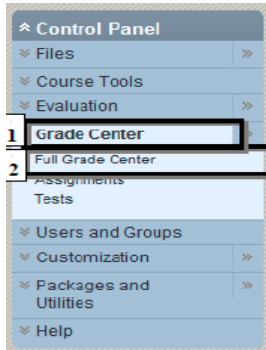
Following are guidelines to use as a checklist for ending the Blackboard portion of the course:

- **Download:** Downloading produces the Grade Center as an Excel formatted worksheet.
- **Archive Course:** Archiving creates a permanent record of a course including user data and interactions (grades, discussion board postings, etc.). This information may only be accessed if the course is exported back into the Blackboard Learning Management System (LMS). Although the Blackboard Administrator archives every course at the end of the semester, instructors are strongly urged to archive their courses for their own personal records.
- **Export Course** Exporting creates a zip file of course content that can be moved into another course. *You cannot save user data and interactions.* In other words, student names, grades and discussion board postings are not included in the exported package. The zip file feature allows for course portability, so the course can be copied onto a flash drive, a CD/DVD or external hard drive.

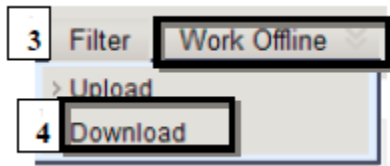
Download Grades

Instructors have the ability to download Grade Center data as a delimited file that can be used in Spreadsheet programs.

1. On the **Control Panel**, click **Grade Center**
2. Click **Full Grade Center**



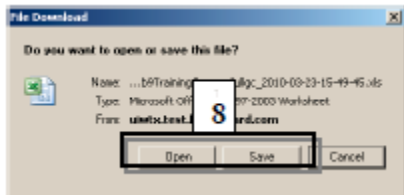
3. Click **Work Offline** on the far right side of the Grader
4. Click **Download**
5. The **Download options** do not need to be changed
6. Click **Submit**



7. On the next page, click **Download**



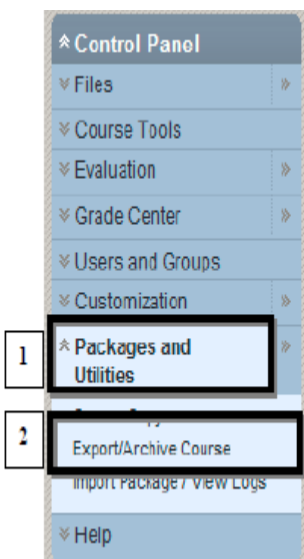
8. A dialogue Box opens. Click **Open** to review the worksheet, or click **Save**
9. Click **OK** to exit the download page



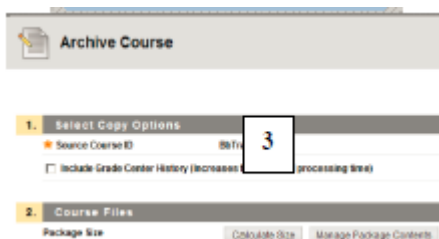
Archive Course

All courses are archived by the Blackboard Administrator. However, for your personal records it is highly recommended that you archive your courses at the end of the semester. Archive saves all course materials in a .zip file format.

1. On the **Control Panel**, click **Packages and Utilities**
2. Click **Export/Archive Course**



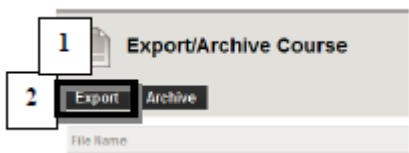
3. Click **Archive**
4. The **Archive Course** page opens. Click the **checkbox** to include **Grade Center History**



5. Click **Submit**
6. You will receive a confirmation e-mail when the archive is complete

Export Course

1. Upon receipt of the e-mail, Click **Export/Archive Course** on the **Control Panel**. The **Export/Archive Course** page opens
2. Choose the **Archive File** link: **ArchiveFile coursename date.zip** to save the file on your computer, flash, a CD/DVD or external hard drive.



3. The **File Download Dialogue** box opens. Click **Save** and choose a location. You may want to save a copy in a course file on your computer, flash drive, a CD/DVD or external hard drive
4. If you want to use the same course in another semester or need assistance, contact the Blackboard Help Desk at 502.852.8833



Schedule time to work on the course to make improvements. Take advantage of instructional designers, e-learning support specialists, media production and graphic artists to improve your course. If you found some technical difficulties that your students had, visit with the Blackboard Support Staff to get their help in resolving what those issues are. Or, call 502.852.8833