

# Blackboard Archiving and Recycling – Fall 2007

Archiving (saving and backing up site content) and recycling (removing content to prepare a site for a new term) will be necessary at the end of every term the course site is used. If a site is not going to be used in a near future term it should be archived and deleted from the server to conserve space. Contact the TLC at [tlc@icc.edu](mailto:tlc@icc.edu) or 694-8908 if you have any Blackboard sites to be deleted!

## Why archive and recycle in Blackboard?

- To store course site archived data.
- To create a file of exported gradebook data.
- To create a file of exported course statistic data.
- To create a file of compressed course content that may include Course Information, Assignments, Course Documents, Books, Staff Information and External Links that can be restored by a Blackboard Administrator.
- To recycle a course site for a future term.

## To begin:

1. Login to Blackboard
2. Enter a course site
3. Access the Control Panel

***This step is necessary only if you use the Blackboard Gradebook. If you do not use the gradebook, skip to the next step.***

1. Go to the Control Panel
2. Click on the Gradebook link
3. Click the Download Grades button
4. Click the Download button
5. Click the Save button
6. Change the file name to the course name and date the gradebook was downloaded, example: bio101-12.04.04 (This process will automatically add .csv at the end of the file name. A .csv file can be opened by Microsoft Excel.)
7. Click Save. This file can be opened by Excel, if necessary.

***This step is necessary only if you wish to archive your course statistics. If you do not wish to archive course statistics, skip to the next step.***

1. Access the Course Statistics area of the Control Panel
2. Set the parameters for the statistics you would like to archive
3. Click Submit
4. Click the Export Data button at the top of the page
5. Verify "Save this file to disk" is selected and click OK
6. Change the "Save in" location to the Blackboard Archive Folder you created
7. Rename the filename (access\_statistics.pl) to course ID and term (bio101 spring 2002 statistics). Add the file extension (.csv) to the file name to replace the .pl extension.
8. Click Save. This file is now saved in Microsoft Excel format and can be opened using Excel. You may also want to print, from Excel, a hard copy of the statistics for your archives.

## Archiving Content

**NOTE -- It is very important to archive BEFORE you recycle. If you recycle first the deleted content CANNOT be recovered.**

1. Select the Archive Course link
2. Click Submit
3. When the receipt is displayed, click the, "Click here to download..." link.
4. Click Save
5. Add the date or the semester the archive file was created to the file name, such as 20071111ArchiveFileBIOL101.zip or FALL07ArchiveFileBIOL101.zip.
5. Save the zip file in a location on your computer or disk where you will be able to locate it if you need to have the course site restored.

**Only a Blackboard Administrator can restore archived content. If you need to restore archived content you must be able to provide the file created in the steps above.**

## Recycling Content

**Recycling will permanently delete content. Archive before you recycle.**

1. Select the Recycle course link
2. Check, if any, the content areas to recycle. **Remember, recycling a content area will permanently delete the content.** If you do not want to permanently delete all content in an area you can edit the content through the Content Areas of the Control Panel.

## Recommendations:

- **Recycle Users, Groups, Gradebook, Statistics and Drop Box to prepare a course site for a future term.**
- **Recycle Announcements if you do not want to refer to them for a future term.**
- **Recycle Discussion Board if you want to delete all forums but do not recycle Discussion Board if you want to retain the forums and/or use postings in a future term.**
- **Do not recycle Assessment unless you plan to prepare new assessments.**

5. Type Remove in the field as directed (Upper case 'R', lower case 'emove')
6. Click Submit. **This process will permanently remove the content as you specified.** The time it takes to complete this process will be affected by the amount of content in your course.

## Removing a Course

Only the Blackboard Administrator can remove a course. If you are not planning to use the course again contact the TLC at 694-8908 or [tlc@icc.edu](mailto:tlc@icc.edu) to have your course removed from Blackboard.

**Do not delete course archives until you are absolutely sure you will no longer need them!**