

Blackboard Archiving and Recycling

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 Patrice at pness@icc.edu or 694-5295 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 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. ***Students from previous terms will have access to your Blackboard course site until you recycle the site and remove them!!***

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. Select "Comma" for the delimiter type, click Submit
5. Click the Download button
6. Click the Save button
7. 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.)
8. Click Save. This file can be opened by Excel, if necessary.

Archiving Content

It is very important to archive before you recycle. If you recycle first the deleted content cannot be recovered.

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 below.

1. Select the Archive Course link
2. Click Submit
3. When the receipt is displayed, follow the directions to right-click and select "Save Target As..."
4. Add the date the archive file was created to the file name, such as 12-4-04ArchiveFileBIOL101.zip.
5. Save the zip file in a location on your computer or disk.

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. **Recycling a content area will permanently 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 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 of this process will be affected by the amount of content in your course.

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