

Packages & Utilities

July 2010

The *Packages and Utilities* section of the *Control Panel* is used to maintain your course. From here you can create an archive (back-up copy) of the course, export sections of the course into a package that you can import to another course, add course cartridge materials and bulk delete (remove) parts of the course.

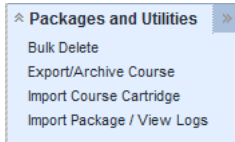


Archiving a Course

Archive allows you to create a **backup copy** of your Blackboard course site. All of the materials, settings and data within your course site, including student files and data, are backed up to a .zip file.

To Create an Archive of Your Course

1. In the **Control Panel** of your course site, click the **Packages and Utilities** menu item.
2. Click on **Export/Archive Course**
3. Click on the **Archive** button.
4. Check the box to **Include Grade Center History**.
5. Click the **Submit** button.
6. You should see a message that appears in a green bar near the top of the page, which says, "Success: This action has been queued. An email will be sent when the process is complete."



7. your computer where you wish to save the file. Set the location you wish to save the file, and then click **Save**.
10. You should now have a file saved to your computer that is named "**ArchiveFile_ID_yyyymmddhhmmss.zip**", where "ID" is your course's ID, and "yyymmddhhmmss" is the date and time the archive was created.
11. After you have the file saved to your computer, **click the drop down arrow** next to the Archive File link, and choose **Delete** to remove the archive file from your course .



Archive your course sites at the end of each semester.
If the need should arise to recover course material or student data, you can bring the Archive File to the Teaching and Learning Center to have your course site restored to the state that it was in at the time the archive file was created.

Bulk Delete from a Course

Bulk Delete (formally referred to as **Recycle**) allows you to **delete** users and material from your course site in order to prepare the course site to be used over again for a new semester.

To Bulk Delete Students and/or Material from Your Course

7. Switch away from Blackboard, for the moment, and access your email account. You should receive an email from "System Administrator" that says "The operation has completed. The file may be downloaded from the Control Panel." *Depending on the size of your course, it may be several minutes before this email arrives.*
8. Switch back to Blackboard. In the **Control Panel** of your course site, under the **Packages and Utilities** menu item, click on **Export/Archive Course** to refresh this page. You should now see a link to the Archive File listed on the Export/Archive Course page.

1. It is a good idea to Archive before you Bulk Delete. In other words, create a backup of your course site before you begin deleting portions of it.
2. In the **Control Panel** of your course site, click the **Packages and Utilities** menu item.
3. Click on **Bulk Delete**.
4. On the Bulk Delete screen, put a check next to the parts of your blackboard course that you would like to **delete**.
 - At a minimum, select the boxes for **users** (to delete the students from your site) and **statistics**.
 - **DO NOT CHECK THE GRADE CENTER COLUMNS CHECKBOX.** This can break your assignments, exams, or surveys, which are tied to columns of the grade center.
5. Type the word "Delete" (with a capital D) in the confirmation textbox, and click the **Submit** button.



Please Note: You want to **SAVE** the archive file, **not open** it. The instructions for saving can vary slightly among different browsers. These instructions are for Mozilla Firefox.

9. **Right-Click on the link** for the ArchiveFile and choose **Save Link As** from the shortcut menu. A dialogue box should appear, allowing you to choose the location on

After archiving at the end of the semester, use bulk delete to prepare your course site to be used again in future semesters.

Exporting Course Content

Export Course allows you to create a .zip file package of course content that can later be imported into the same course or into a different course. Unlike archiving, exporting does not include any user interactions. It only includes the Content, Settings, and Tools that you select during the export process.

To create an exact copy including all of the materials submitted by students and their grades, use **Archive Course** instead.

Exporting a course does not remove it from the system or impact any course content.

To Create an Export File From Your Course

1. In the **Control Panel** of your course site, click the **Packages and Utilities** menu item.
2. Click on **Export/Archive Course**
3. Click on the **Export** button.
4. Put a check next to the portions of your course that you wish to include in the export package file.

3. Select Course Materials

Select materials to include in the Export Package.

- Content Areas
- Content Area
- New Features
- Assignments
- Exams and Surveys
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions

PLEASE NOTE: Some content in a course site is linked to more than one part of Blackboard. All relevant parts of the course must be included in the export or else this content will not be included in the package. For example: Assignments are linked to both a Content Area and a Grade Center Column.

5. Click the submit button.
6. You should see a message that appears in a green bar near the top of the page, which says, "Success: This action has been queued. An email will be sent when the process is complete."
7. Switch away from Blackboard, for the moment, and access your email account. You should receive an email from "System Administrator" that says "The operation has completed. The file may be downloaded from the Control Panel. *Depending on the size of your course, it may be several minutes before this email arrives.*"
8. Switch back to Blackboard. In the **Control Panel** of your course site, under the **Packages and Utilities** menu item, click on **Export/Archive Course** to refresh this page. You should now see a link to the Export File listed on the Export/Archive Course page.

Please Note: You want to **SAVE** the Export file, **not open** it. The instructions for saving can vary slightly among different browsers. These instructions are for Mozilla Firefox.

9. **Right-Click on the link** for the ExportFile and choose **Save Link As** from the shortcut menu. A dialogue box should appear, allowing you to choose the location on your computer where you wish to save the file. Set the location

you wish to save the file, and then click **Save**.

10. You should now have a file saved to your computer that is named "**ExportFile_ID_yyyymmddhhmmss.zip**", where "ID" is your course's ID, and "yyymmddhhmmss" is the date and time the export file was created.
11. After you have the file saved to your computer, **click the drop down arrow** next to the Export File link, and choose **Delete** to remove the export file from your course .

Importing a Course Package

Import Package allows you to import course materials and settings from a .zip file that was exported from another Blackboard course. A .zip file used in this import process can have been created through either the Export Course or Archive Course processes described earlier in this document.

To Import Content From a Course Package

1. In the **Control Panel** of the course site you wish to import to, click the **Packages and Utilities** menu item.
2. Click on **Import Package / View Logs**.
3. Click on the **Import Package** button.
4. **Browse** to find the .zip file you wish to import from.
5. Check the boxes of the portions of the course package you wish to import, and click the **submit** button.
6. You should see a green bar display near the top of the screen that says, "Success: This action has been queued. An email will be sent when the process is complete."

You can use Export Course to copy portions of a course site into a .zip file. The export process lets you select which parts of the course site you want to include in the export. The content in the .zip file can then be imported into another existing course site by selecting Import Package from its control panel. Share materials between your own sites or with other instructors with this method.

Import Course Cartridge

Course cartridges are pre-made materials produced by professional authors, editors, and publishers that can be downloaded and added to a course. They are often made available by textbook publishers when you choose the text to use for the class.

Course Cartridge Download Keys

Course cartridges require a download key to unlock the content and add it to a course. Download keys are obtained from the publisher of the cartridge. (We do not have a course cartridge catalog so disregard the message that displays -- you must get the download key from the supplier.)

Enter the key provided in to text box and click on **Submit**. You will receive an email when the import is complete.

1. Add Course Cartridge Content

Go to the [Course Cartridge Catalog](#) to locate a Course Cartridge and obtain the download key.

Enter a Course Cartridge Download Key

2. Submit

Cancel Submit

Copy Protection

Cartridges may be designated as Copy Protected or Open Access. Content in Copy Protected Cartridges is not included in a Course Copy or Export. Only one Copy Protected cartridge may exist in a Course. Multiple Open Access cartridges may be added to a Course, including a Course that already contains a Copy Protected cartridge. Open Access cartridge content added to a Course may be included in Course Copy, Export and Import.