

REUSE AND SAVE BLACKBOARD CONTENT

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I. Introduction

This guide will show you how to reuse and save content of Blackboard course by using the following:

- Course Copy
- Copy Items Individually
- Archive Course
- Export Course
- Import Course

Use the next information to decide which option is best for your needs.

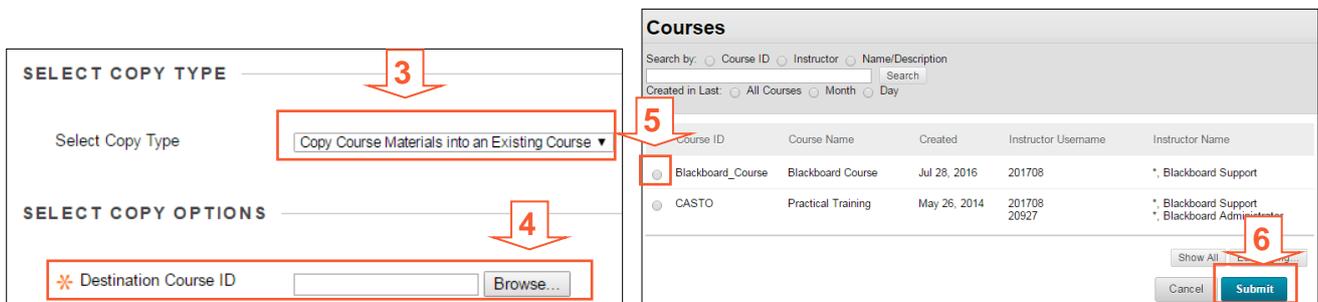
- **To reuse content from existing current /past course in Blackboard to a current semester course, you can use:**
 - **Course Copy:** At the beginning of the semester, you can use course copy to copy all/part of an existing course content to a new current semester course in one shot. Note that course copy will add material into destination course without replacing or deleting any of existing content.
 - **Copy Items Individually:** For ongoing copy of materials during the semester, It is safer to copy items individually to avoid duplications specially if a course copy or import is applied ahead.
 - If you don't have a saved exported package (.zip file) for the course, please send email to servicedesk@sharjah.ac.ae with course ID and previous semester name.
- **To share the course content with others, use course export and share the course package (.zip file).**
- **By the end of each semester, Faculty members are advised to save the content of their courses to an offline version for future use by using the Archive and Export options (section IV & V).**

II. Course Copy

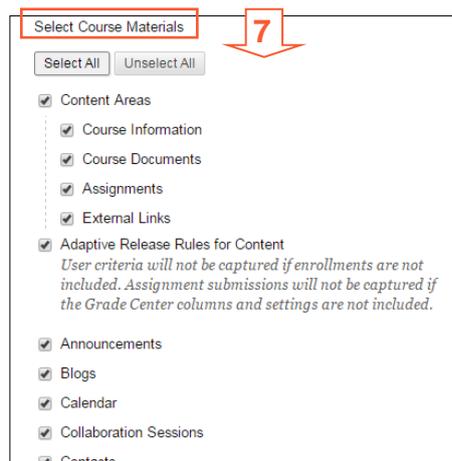
Course Copy provides a convenient way to reuse and adapt **existing course** structures, materials, and content. A course copy operation doesn't create a ZIP file but do the copy immediately online to a new current semester course.

When to use: At the beginning of the semester, you can use course copy to copy all/part of an **existing course** content to a new current semester course in one shot.

- Enter the older Blackboard course that has content you want to copy from.
- On the **Control Panel**, click on **Packages and Utilities** section [1]
- Click **Course Copy** [2]
- Under the Copy Type, Select **Copy Course Materials into an Existing Course** [3]
- Under Destination Course ID, Click on **Browse**. A new window will open listing your courses [4]
- Select the Destination course you want to copy to it [5]
- Click **Submit** [6]



- Under **Select Course Materials**, select what you want to copy. You have the option to choose Select All or manually select the individual content you wish to copy [7]



- In the **File Attachments section**, keep the second option selected [8]:
 - **Copy links and copies of the content (RECOMEMDED)**: Make copies of linked files, but **only** those files that are linked. Files within the course's home folder that aren't linked to any content within the course aren't included in the copy.
- Click **Submit** to begin the course copy process [9]



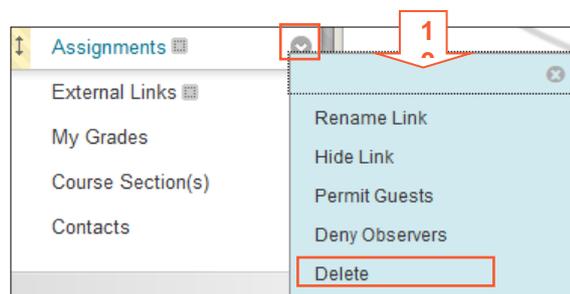
FILE ATTACHMENTS

*Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.*

Course Files

Copy links to Course Files
 Copy links and copies of the content
 Copy links and copies of the content (include entire course home folder)

- Once the copy process is done, you should receive an email confirming the completion of copy.
- Open the destination course and make sure to organize it and delete any not needed content
 - Hide/Show content as needed
 - Update Due Dates and Availability
 - Update Course menu, Note that after the course copy you may see duplicate links in your new Course Menu. To delete a duplicated link from the menu, click the small arrow to the right of the menu item and choose Delete [10].



Note:

Copy course will add material into destination course without replacing or deleting any of existing content. Therefore it is advised to do the course copy only once to avoid duplications. If it is needed to use copy course more than once, then make sure to select specific items to avoid duplications. For further ongoing copies, it is safer to use copy items, Please refer to section "III. Copy Items Individually" for instructions.

For More information please visit the [online Instructor Manual](#).

III. Copy Items Individually

When to use: For ongoing copy of materials during the semester, It is safer to copy items individually to avoid duplications specially if a course copy or import is applied.

➤ **To copy Folders or Items, use item copy as the following.**

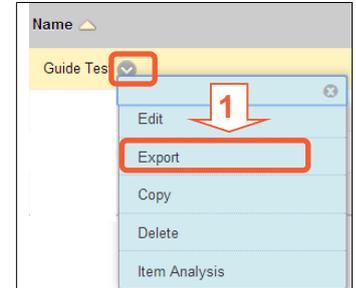
- Access the action link of the item [1]
- Click Copy [2]
- Select Destination Course and Destination Folder [3]
- Click Submit



➤ **To copy a Test individually:**

First Export and save the Test from the source course:

- Access the source course from Blackboard course list
- On the **Control Panel**, Click on the Course Tools section
- Click on **Tests, Surveys, and Pools** >> Click on **Tests**
- Click the Action link next to the test name.
- Click **Export** [1]
- A new window will appear.
- Click Save and download the zip file to your PC (by right-click-Save Target As)



Next, Import the Test into destination course:

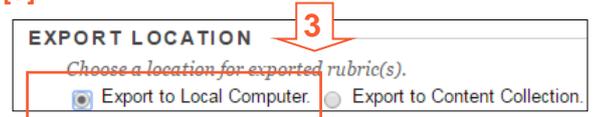
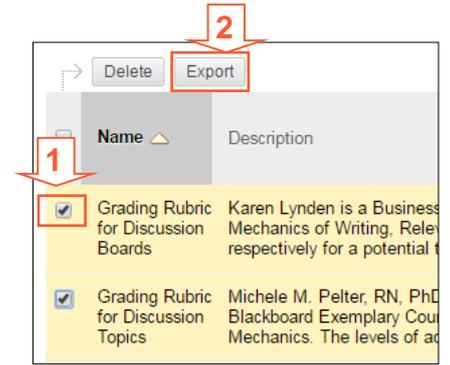
- On the **Control Panel**, Click on **Course Tools**
- Click **Tests, Surveys, and Pools**. Click **Tests**
- Click **Import Test** [2]
- Click Browse My Computer
- Choose the appropriate file and click Open
- Click **Submit**



➤ **To copy a Rubric individually:**

First Export and save the Rubric from the source course:

- Access the source course from Blackboard course list
- On the **Control Panel**, Click on the Course Tools section
- Click on **Rubrics**
- Select the Rubric you want to export by clicking on the check box. You can select more than one a time **[1]**
- Click **Export [2]**
- Under Export Location, select **Export to Local Computer [3]**.
- Click **Submit**
- Click on **Download** and save the Zip file to your PC



Next, Import the Rubric into destination course:

- On the **Control Panel**, Click on **Course Tools**
- Click on **Rubrics**
- Click **Import Rubric [4]**
- Click Browse My Computer
- Choose the appropriate file and click Open
- Click **Submit**
- Click **Ok**, the Rubrics will be imported



- **Note: Some items cannot be copied such as assignment or discussion. Therefore those items have to be recreated for each section\course.**

IV. Archive Your Course

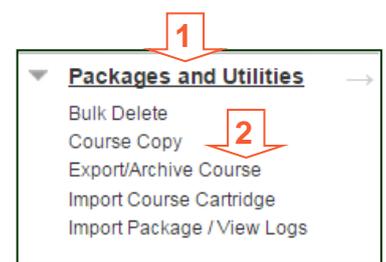
The archive course feature creates a frozen snapshot or permanent record of your course. An archive includes all the content, course statistics, users, and course interactions, such as blog posts, discussions, and grades.

The system saves an archived course as a ZIP file—a compressed file containing the course's content. ZIP files are also called "packages." You can restore a ZIP file on the same or a different server.

When to use: Archive a course to maintain a record of your course—a point-in-time backup. When you archive a course, choose to Include Grade Center History and to Copy links and include copies of the files.

You can restore archive packages, but they aren't intended for teaching the course again as the system restores all user interactions as well. Be aware that this file will contain FERPA-protected student data and work. Store archive packages in a secure location.

- Open the course from the **Course List** Module found in the **My Courses** Tab
- Click on **Packages and Utilities** section in the **Control Panel** [1]
- Click **Export/Archive Course**. [2]
- Click **Archive Course** [3].
- On the Archive Course page, select Include Grade Center History [4]
- In the File Attachments section, keep the selection of “**Copy links and include copies of the files in the course default directory**” [5]
- Click **Submit**
- When a package is archived, it does not appear on this page immediately. An email is sent to you as soon as the system has created the package and now it's ready for you to download it.
- Once you receive the email, Click on **Export/Archive Course** page in the **Packages and Utilities** section in the **Control Panel** or click **Refresh** button on the page if you didn't close it.
- Click on the package **link** that you want to download. [6]
- Click **Save** and choose the appropriate location to save the .zip file.



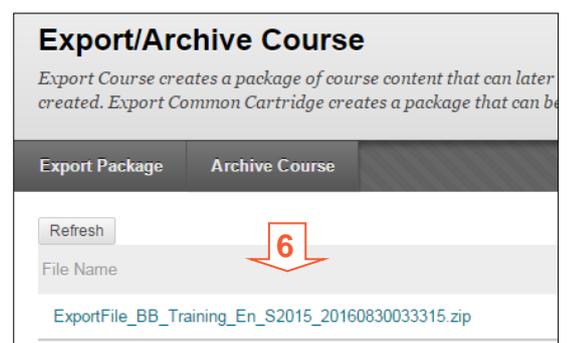
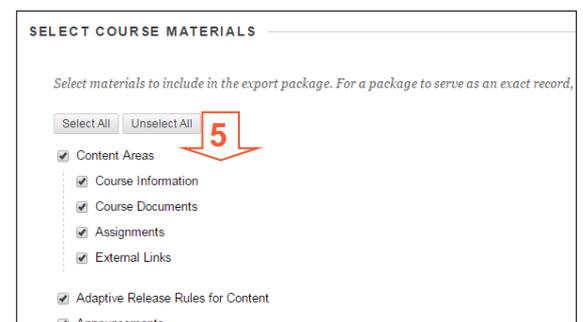

For More information please visit the [online Instructor Manual](#)

V. Export Your Course

The export course feature creates a ZIP file of your course content that you can import to create a new course. Unlike the archive course feature, the export course feature doesn't include any users or user interactions with the course. An export only includes the content and the tools you select during the export process.

When to use: Export a course when you want to reuse course materials at a later time to teach a new set of students. You can also share your exported course with others.

- Open the course from the **Course List** Module found in the **My Courses** Tab
- Click on **Packages and Utilities** section in the **Control Panel** [1]
- Click **Export/Archive Course**. [2]
- Click **Export Package** [3].
- In the **File Attachments** section, select to include the links and copies of the course files content [4].
- In the **Select Course Materials** section, keep the selection of **“Copy links and include copies of the files in the course default directory”** [5]. If you select Discussion Board, decide whether to include started posts for each thread in each forum (anonymously) or include only forums with no starter posts.
- Click **Submit**
- When a package is archived, it does not appear on this page immediately. An email is sent to you as soon as the system has created the package and now it's ready for you to download it.
- Once you receive the email, Click on **Export/Archive Course** page in the **Packages and Utilities** section in the **Control Panel** or click **Refresh** button on the page if you didn't close it.
- Click on the package **link** that you want to download. [6]
- Click **Save** and choose the appropriate location to save the .zip file.



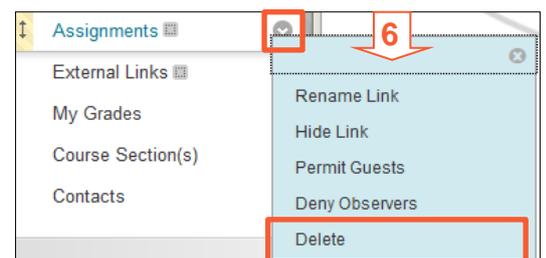
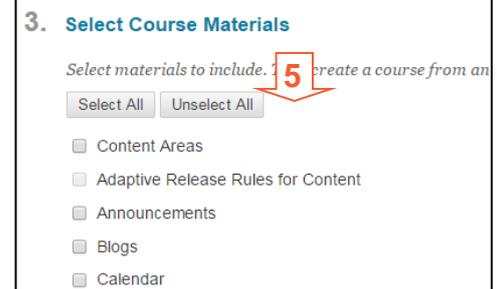
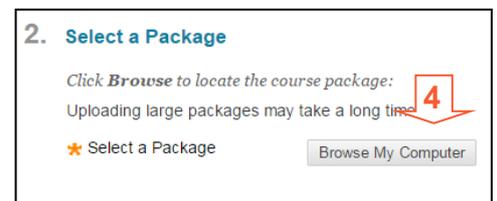
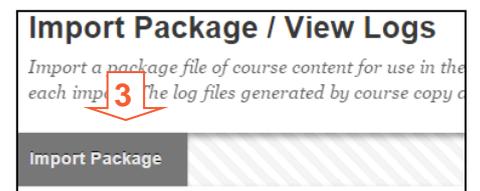
For More information please visit the [online Instructor Manual](#)

VI. Import Your Course

A course import package is a .zip file of exported course content. Importing a course package into an existing course copies the content of the package into the existing course.

When to use: To **Import** course content from **.zip file** to an existing course.

- Open the course from the **Course List** Module found in the **My Courses** Tab
- Click on **Packages and Utilities** section in the **Control Panel** [1]
- Click **Import Package / View Logs** [2]
- Click **Import Package**. [3]
- Click **Browse** to search for the package from your computer. [4]
- under “Select Course Materials”, please note to select the option as per the need. (Content Areas, will import all content areas menus: course information, course documents etc.), (**Unselect** Announcement as it contains old unrelated content). [5]
- Click **Submit**.



Notes:

- Import of course content will add material into destination course, therefore it is advised to do the course import only once to avoid duplications. For further ongoing copies, please refer to section “II. Copy Items Individually”
- Once importing the package, Organize your course
 - Hide/Show content as needed
 - Update Due Dates and Availability
 - Update Course menu, Note that after the course import you may see duplicate links in your new Course Menu. To delete a duplicated link from the menu, click the small arrow to the right of the menu item and choose Delete [6].

VII. for Help

