

How do I Reuse or Share a Course?

Archiving vs. Exporting



Course archives keep EVERYTHING from your course including user enrollments, student grades, and discussion board postings. Course exports only keep the course content. So all student grades, enrollments, and other user interactions are completely ignored when the package is created. When The Blackboard team asks you to “back up” your courses during the year, it’s important that you archive rather than export or you will end up with an incomplete record of your course.

Why would I ever export?



If course archival backs up everything, why would I ever want to export my course? Just like assessment exporting, when you export a course shell you can share it as a course template with other colleagues. It is a great way to collaboratively build, maintain, and improve upon courses within schools or departments!

Exporting a Course

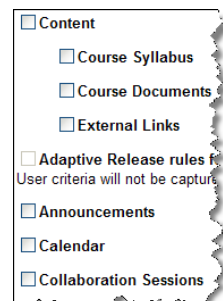
1. While in your Blackboard Course, click the  Control Panel button.

2. Click the Export Course link in the control panel.




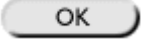
3. Click the  Export button at the top of the page.

4. Select all the areas of your course to include the export file by clicking the appropriate checkboxes.



Blackboard

Reusing/Sharing a Course

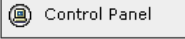
5. Click  .
6. You will receive a confirmation that the request has been queued. You will receive an email when this action has been completed. Please allow at least 2 business days during busy times of the year, like the fall, to allow these transactions to process.
7. Click  .

Blackboard

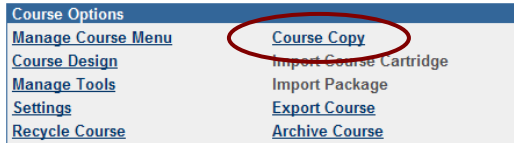
Reusing/Sharing a Course

Copying a Course

NOTE: You must have 2 courses for which you act as instructor to perform this action.

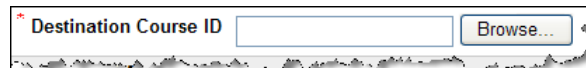
1. While in your Blackboard Course, Click on the  button.

2. Click on the Course Copy link.

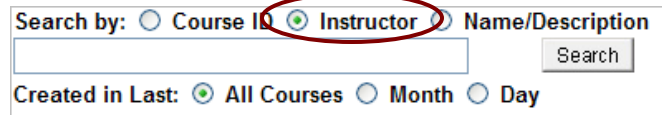


3. Click the “Copy course materials into an existing course” link.

4. Click .



5. Select the Instructor radio button.



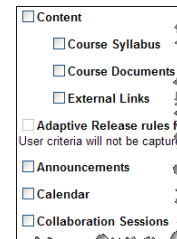
6. Type your Blackboard username into the search field.

7. Click .

8. Click the select button to the right of the course to which you would like to copy the course contents.

Course ID	Course Name	Created	Instructor Username	Instructor Name	
7500.demo.2ndcourse.2006	My New Course	Jun 23, 2006	demo	Instructor, Demo	
7500.demo.mycourse.2006	New Blank Course	May 31, 2006	demo	Instructor, Demo	

9. Select all the areas of your course you would like copied by clicking the appropriate checkboxes.




10. Click .

NOTE: You will receive a confirmation that the request has been queued. You will receive an email when this action has been completed. Please allow at least 2 business days during busy times of the year, like the fall, to allow these transactions to process.

11. Click  to continue.

Recycling a Course

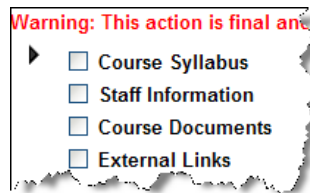
Sometimes you will want to continue to re-use your course with different students. It's a daunting proposition to reset everything in the course so that a new batch of students will come into a clean environment! The course recycle feature in Blackboard addresses this issue for you!

1. While in your Blackboard Course, click the  Control Panel button.

2. Click the Recycle Course link.



3. Select the areas to remove content from by clicking the checkbox that corresponds with the appropriate area.



4. Repeat this process for each area you want removed.

NOTE: *Once you select to remove content from the course you cannot recover it. Blackboard suggests that you make a full course archive in case you accidentally remove anything you later discover you need!*

5. Type Remove into the space provided at the bottom of the page. You MUST capitalize the 'R' in Remove.

6. Click .

7. You will get confirmation of each area that you recycled.

8. Click  to continue.