

Course Management Options

The options below may be a bit confusing. If so, please don't hesitate to call Patrick Gill at 938-4670 if you have any questions.

(Please Note: The course grade center scores are not saved using these processes. If you want to retain a back-up of Cadet grades, you must save your grade book by exporting the grade book directly from your course section – see exporting course grades below for directions on this process)

Option 1 – Course Copy (Recommended Method): If, for example, you want to copy material from your previous Spring course sections into your Fall course sections, use the built in Blackboard copy course feature.

To copy material from one course to another, follow the directions below:

1. From within the course you want to copy, in the Course Management Control Panel, under Packages and Utilities, click Course Copy.
2. Fill in the courseID, or select the destination course that you wish to copy to from the Browse menu.
5. Select the content that you wish to copy, by checking the boxes next to each item. In most cases, checking all the boxes is best. The default option of "links and copies" for course content is also best. Unless you want cadet's information in your copied course, leave that option unchecked.
6. Click the submit button.
7. You will receive an email message saying the copy process was successful.

Option 2 – Course Export: If you want to save some of your work, but do not have a destination course in mind at this time, you can use the Export Course feature to select what you want to save and Blackboard will create a zip file which can be restored into a course at a later date using the Import Package feature.

Follow the directions below:

Course Export:

1. From within the course you want to export from, in the Course Management Control Panel, under Packages and Utilities, click Export Course.
 2. Select the content that you wish to export by checking the boxes next to each item. In most cases, checking all the boxes is best. The default option of "links and copies" for course content is also best. Unless you want cadet's information in your copied course, leave that option unchecked..
 3. Click the submit button. A link will appear when the export file is complete.
 4. Clicking this link will prompt you to save your zipped course section file to your computer so that it can be restored at a later time.
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Import Package

1. From within the course you want to import to, in the Course Management Control Panel, under Packages and Utilities, click Import Package.
2. Browse for the zip file that you exported earlier.
3. ~~Check the areas~~ that you want to import.
4. Click the submit button.
7. You will receive an email message saying the import process was successful

Option 3 - Archive Course: This is the best option if you want to retain your entire course as a back-up that may be restored at a later time. The archive course option creates a zip file that can be restored by the Blackboard System Administrator at a later time.

To archive your course follow the directions below:

1. From within the course you want to archive, in the Course Management Control Panel, under Packages and Utilities, click Export Course.
2. Select the content that you wish to export by checking the boxes next to each item. In most cases, checking all the boxes is best. The default option of "links and copies" for course content is also best. Unless you want cadet's information in your copied course, leave that option unchecked..
3. Click the submit button. A link will appear when the archive file is complete.
4. Clicking this link will prompt you to save your zipped course section file to your computer so that it can be restored at a later time.
8. When you are ready to restore your course, contact Patrick Gill at 938-4670.

Exporting Course Grades

1. From within the course you want to export grades, in the Course Management Control Panel, under Grade Center, click Full Grade Center.
2. Click the Work Offline button, and from the drop menu choose Download.
3. Select the download option, set the format for the file, choose the download location and click the submit button. A download button will appear when the CSV file is complete.
4. Clicking this button will prompt you to save your gradebook file to your computer or open it in Excel.