

QuickSheet: Saving, Re-Using, and Closing Blackboard Courses

At the end of the semester, there are several tasks we recommend to close your Blackboard course site(s). You will probably want to “Export” and save a copy of your course. This way, if you are teaching the same course next semester, you can “copy” your saved course into your new one and re-use it. After you are sure that you have saved and/or copied the material you need for next semester or next year, you need to close the course by making the course “Unavailable” and changing your role from instructor to student. After this, the course will not be available to either you or your students.

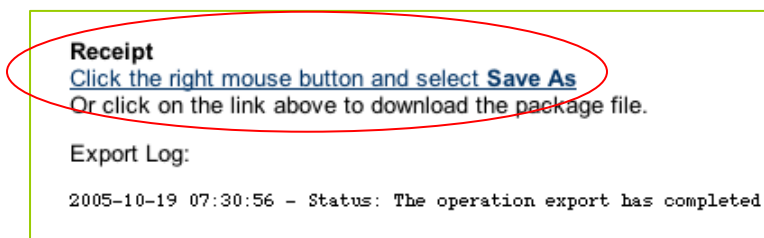
Saving Your Course

1. To export a copy of your course:

In your Blackboard course’s Control Panel, under Course Options, **choose Export Course, then select the parts of the course you want to save, and click Submit.**

2. You need to download the exported, packaged course by, as the screen says, right-clicking the link and selecting

Save As to save the file to your computer, OR just click on the link. Your course is saved as a .zip file.



Please note: The Export Course utility is for copying Content without students or students work to save for reuse. The Archive Course utility is for copying the entire site including students and their work and grades.

Saving Your Gradebook

At any point in the semester, you may also want to export your gradebook, to save a copy of it.

1. To save a copy of your gradebook, in your Blackboard course’s Control Panel, under Assessment, **choose Gradebook.**
2. In the resulting toolbar, towards the right, **click Download Grades.**
3. **Choose your delimiter**, comma or tab (Excel can read either type of delimiter), and **click Submit.**
4. **Click Download** to download the file to your computer.

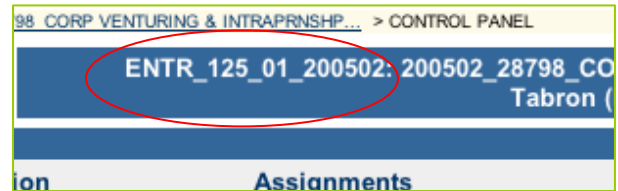


Saving, Re-using, and Closing Blackboard Courses

Copying an existing course into a new course

If both the courses you want to work with are online at the same time you can copy one into another. For instance, if you are teaching the same course in the spring that you taught in the fall, you can copy the fall course straight into the spring course. Or if you are teaching two sections of the same course at the same time, you can organize one the way you want it, then copy it into the second to save yourself time.

1. In the new course, **locate the course ID**.
The ID is part of the link to the course and also appears on the top of the Control Panel. It is in the form of AAAA_BBB_CC_DDDDDD where AAAA = Department, BBB = Course Number, CC = Section, and DDDDDD = the year and starting month of the semester. For example: ENGL_001_09_200502 is English 1, Section 9 starting in February of 2005.
2. Using your mouse, **highlight and copy the ID** of the new course.
3. **Switch to your old course**. Then in the old course,
4. **Choose the Control Panel**.
5. Under Course Options, **choose Course Copy**.
6. **Click the link Copy Course Materials into an Existing Course**.
7. **Paste in the copied ID of the new course in the Destination Course box, select the parts of the course to be copied, and click Submit**.
You will receive an E-mail when the copy operation has completed.



Closing your Blackboard Course

After you are sure that you are done with the contents of an old course, you can remove the course from the list that your students see and that you see when you log in to Blackboard, by making the course unavailable, first to your students and then to yourself. This is a one-way ticket; only close the course this way if you are sure you no longer want to work with it. (If you need access to the course in the future, you can call FCS at 463-6894 or e-mail blackboard@hofstra.edu , and we will have to restore the access to your site.)

1. In each course you want to close, first make the course “Unavailable” to students. **In the Control Panel, under Course Options, click Settings**.
2. **Click Course availability**.
3. **Under “Make Course Available”, choose No, then click Submit**.

After the course is unavailable, to remove it from your own list of Blackboard courses, change your role to student. As a student, you will not see the link to the unavailable course. The steps are:

1. **In the Control Panel, under User Management, click List/Modify users**.
2. **Enter "your last name" and click search**.
3. To the right of your name **click Properties**.
4. **Scroll down and select Student from the possible roles**.
5. **Click submit**.

That's it! Your course is closed and no longer visible to yourself or students.