Managing Course Material Within and Between Semesters

Why should faculty manage their own course material? Course content is the intellectual property of individual instructors and is theirs to control, preserve and manipulate. When faculty take control of their intellectual property they can move course material on their own time instead of waiting for a request to be processed remotely.

After reviewing this document you will be able to
1. Export and/or Archive a course to their own computer, thumb drive or other media
2. Restore some or all of a course in a new course shell

The **Course Menu** [1] appears in the upper left corner of the page and is visible to all users

The **Control Panel** [2] is located below the course menu and is visible to the instructor.

Instructors can use the Control Panel to edit features including the look of the course shell, the default entry point, exams, grades and more.

With the **Packages and Utilities** [3] sub-menu faculty can install course cartridges, archive and/or export course content, or restore course content from a previously-saved package.

An instructor can archive his/her fall semester course shell and restore the content in a spring shell in a matter of minutes!

The first step is to Archive or Export a course. Both actions create zipped files (packages) which are important in that they represent the instructors work, but they can can be used to move that content to a new course shell. The differences between Archive and Export are minor but important:

Archive: Creates machine-readable files
Export: Creates human readable files

Use **export** if you need to unzip the course package and see your contents. If this is not important use **archive** instead.
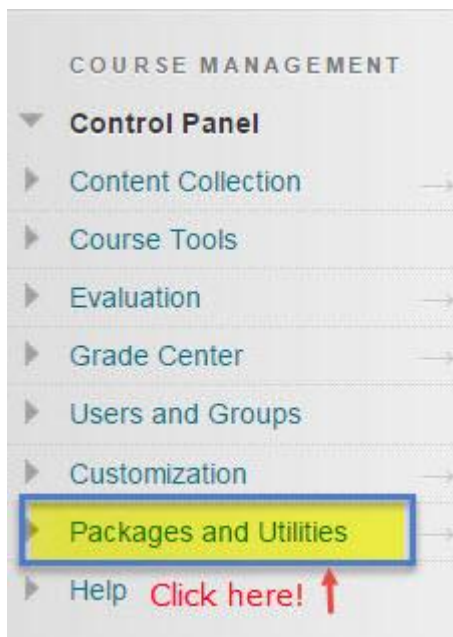
Begin on the main course interface by selecting **Packages and Utilities** from the Control Panel

From the Packages and Utilities submenu select **Export/Archive Course**

The ensuing interface allows the user to choose between **Export** & **Archive**. Note that one may do both consecutively.

EXPORT

The first option one comes to in the Export interface is the choice to link content or transfer entire files. Transferring files may sound as through it makes sense, but linking is preferable. First, neither students nor faculty can detect whether a document is linked or not; the difference is not detectable. The second reason is that while computer capacity is currently "cheap," expense is relative.

Your course might only be 500 MB, but imagine first copying all that content over semester after semester, then multiply that by the number of faculty using Blackboard! Think of it as an ecological issue: using links is like packing your trash out of a campsite and transferring content is – roughly – equivalent to littering!

1. Select Copy Options

* Source Course ID   dummy-screenshots

2. File Attachments

Course Files Default Directory
- ☐ Copy only links to course default directory files
- ⦿ Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory
- ⦿ Copy only links to files stored outside of the course default directory
- ○ Copy links and include copies of the files outside of the course default directory

Package Size   [Calculate Size] [Manage Package Contents]

3. Select Course Materials

[Select All] [Unselect All]

☐ Content Areas
- ☐ Syllabus
- ☐ Module 1
- ☐ Module 2
- ☐ Module 3
☐ Announcements
☐ Blogs

Next begin checking off the areas of content to be saved.

Opting for **Select All** is, not surprisingly, an easy way of checking off all items at once.

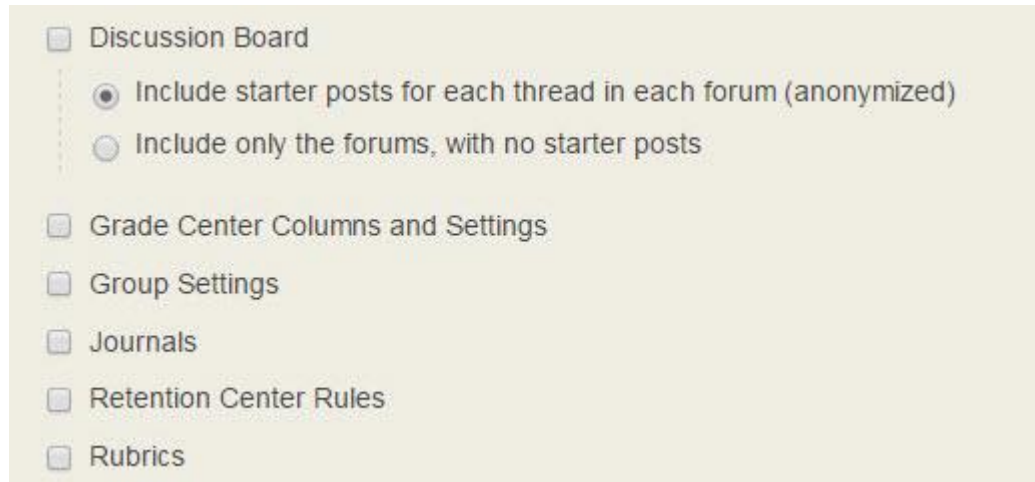Continue with the Discussion Board. If you'd like all discussions – including anonymized student contributions – transferred select the first option, **Include Starter Posts**. To exclude this content select the second option, **Only the Forums**.

Continue with other various **content** items and **settings**

After making the selections review your choices and click the **Submit** button.
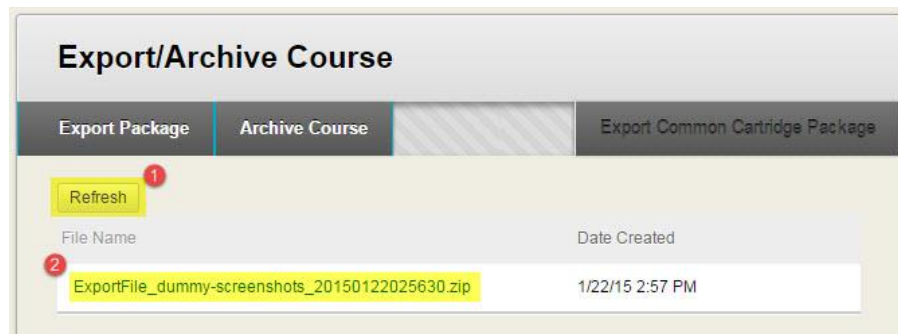
ARCHIVE

The options here are the same as they were in the case of Export with one exception:
the Grade Center. Transferring the entire Grade Center may make the course size
larger but is worth it if the content is necessary for the restored course.
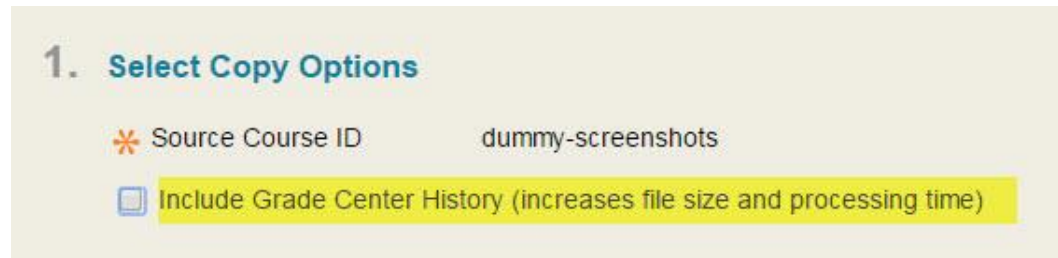
SAVE

After a few minutes of processing either an export or an archive the system will send a
conformation email. After reception of that email return to the Export/Archive page and
select **Refresh** [1]. Left-click the resulting link and save to your local computer.
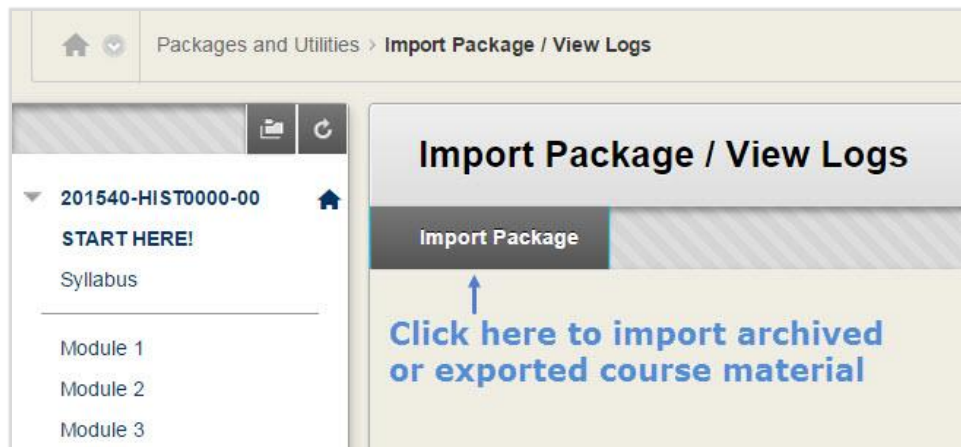

RESTORE

The first step in restoring a course is to access the

Control Panel, then

Packages and Utilities, and
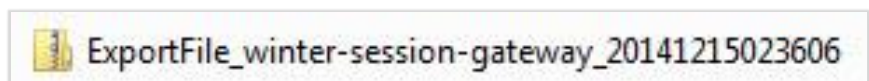
Import Package.

On the ensuing interface select **Import Package**.

In area [2] select an Archive or Export file by browsing your computer for the package.

Note that the package was saved in a Zip format looking something like this:

The upload file **must remain in the Zip format!**

The image to the right represents the import options.

Again, **Select All** is a good way of checking all options in one click.

3. Select Course Materials

Select All   Unselect All

☐ Content Areas

☐ Adaptive Release Rules for Content

☐ Announcements

☐ Blogs

☐ Calendar

☐ Contacts

☐ Content Alignments

☐ Discussion Board

    ◉ Include starter posts for each thread in each forum (anonymized)

    ◯ Include only the forums, with no starter posts

☐ Glossary

☐ Grade Center Columns and Settings
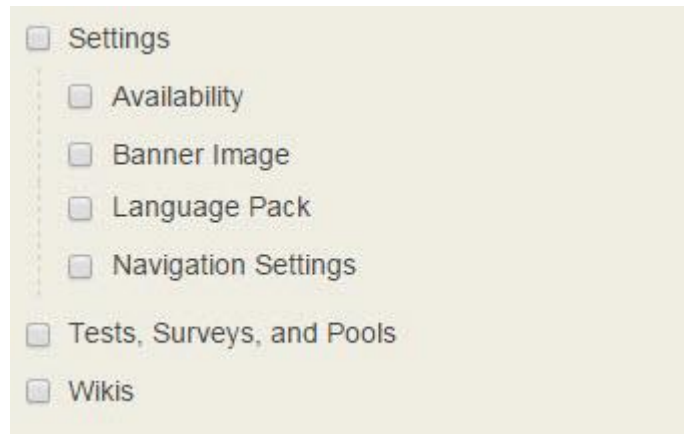
☐ Group Settings

☐ Journals

☐ Retention Center Rules

☐ Rubrics

☐ Settings

    ☐ Availability

    ☐ Banner Image

    ☐ Course Guest Access

    ☐ Course Observer Access

    ☐ Duration

    ☐ Enrollment Options

    ☐ Language Pack

    ☐ Navigation Settings

☐ Tasks
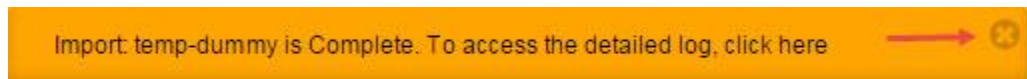
☐ Tests, Surveys, and Pools

☐ Wikis

And don't forget to select the Submit button when you are ready!

While the import is processing a confirmation will appear at the top of the course interface:

Success: This action has been queued. An email will be sent when the process is complete.

After the email confirmation the message depicted above will turn into a second confirmation:

Import: temp-dummy is Complete. To access the detailed log, click here

This confirmation can be dismissed by selecting the X-shaped icon on the right.

Questions, comments? Please open a ticket with the Web Help Desk:

http://www.wpunj.edu/help/