

Queensborough Community College Blackboard Faculty Assistance Documentation

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Course & Support Options

You now have the capability to **Archive**, **Export**, **Copy** and **Recycle** your course.

- **Archive Course** takes a snapshot of an entire course including all the content and user interactions. Archived content is for viewing only...you cannot use archived content to create a new course. Archiving a course does not remove it from the system.
- The **Export Course** feature creates a package of the course content that can later be imported into Blackboard Learning System and used to teach another course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the course—it only includes the content of the Course. Therefore, Export Course is useful when course materials will be reused at a later time to teach a new set of Students. Archive Course is useful to maintain a record of a Course after it has been taught.
- The **Copy Course** page enables Instructors to copy content from other courses they are teaching. Instructors can select areas, such as Announcements, Staff Information or content areas to copy from one course to another. Copy Course will add content to a course, but it will not remove existing content.
- The **Course Recycle** is very useful to Instructors at the end of a course. It allows the Instructor to select information to be deleted from a course and saves the rest of the course areas for future use. BE CAREFUL...REMOVAL IS PERMANENT

Archiving Your Course

To Archive your course you will need to do the following steps in their entirety.

1. Log-in to the Queensborough Blackboard Virtual Installation either through the CUNY Portal (<http://www.cuny.edu>) or the Blackboard side-door (<https://blackboard-doorway.cuny.edu>).
2. Navigate to the Blackboard VI welcome screen
3. Enter the course you would like to archive by clicking on the Course ID to the right of your Blackboard welcome screen under the My Courses area.

The screenshot shows the Blackboard Faculty Welcome screen for David. The page has a blue header with the Queensborough Community College logo and navigation links: Home, Help, Logout. Below the header are tabs for My Institution, Courses, Community, Services, and System Admin. The main content area is titled 'Welcome, David' and contains several sections: 'My Announcements' (no announcements today), 'My Calendar' (no events today), and 'Learn More About Course Cartridges'. The 'My Courses' section, titled 'Courses you are teaching:', lists several courses. A red circle highlights the course ID 'QB ET 704 P1 200402: ET 704 Lab (unavailable)'. Below this course, a note states: 'This merged course includes: QB_ET_704L_P1_200402, QB_ET_704L_P1_200402'. Other courses listed include 'QB ET 704 P1 200502: ET 704 P1: Network Fundamentals I' and 'QCC BB6 KB: OCC Blackboard 6 Knowledge Base'.

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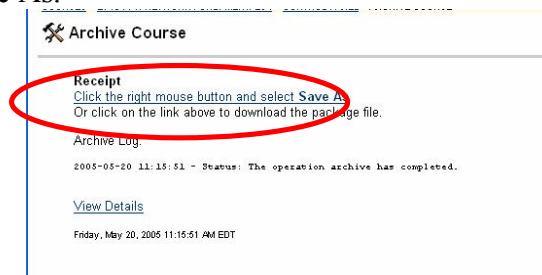
- Once inside your course, click on the control panel button located at the bottom of the menu on the left-hand side of the page.



- Once inside the course, you will see six (6) content areas from which you can work. The Archive Course option is located in the Course Options area. Click on Archive Course.



- Click the Submit button to begin the process of archiving your course. The process will take time to complete, please be patient and DO NOT hit the Submit button more than ONCE!
- When the process is complete, follow the instructions on the screen. Click the right mouse button and select Save As.



- Select the folder where you would like the Archived file to be saved.
- After the save is complete click the Ok button at the lower right of the screen. Again this will take some time depending on how much course content exists.
- You will be returned to the Control Panel from which you can return to the course site or you can go to the My Institution tab to archive another course. Repeat steps 1-9 for any and all courses you are using in Blackboard.