

Preparing your Blackboard Courses for the New Semester

I. Downloading Grades from the Grade Center

If you use the Blackboard Grade Center for grading, it is recommended that you download the data from the Grade Center into Excel to keep a backup copy for yourself. This process can be done any time during the semester. It is especially important to do this at the end of the semester. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center.

1. From the control panel of the course, click on Grade Center, then Full Grade Center.
2. Click on the **Work Offline** button near the top, right side of the page and select Download.
3. Select the data to download:

| Option | Description |
|------------------------------|---|
| Full Grade Center | Contains all columns and associated data. Comments will not be included, and you cannot add them offline. |
| Selected Column | From the drop-down list, select one column and its data. Select the check box to Include comments for this Column, which will download comments from the Quick Comment feature or Manual Override page. You can edit included comment text offline. |
| User information Only | Columns containing student data such as username are included. |

4. Select the **Tab** file delimiter.
5. Select whether to Include Hidden Information in the downloaded data. Hidden information includes columns and students who have been hidden from the view in the downloaded file.
6. Select **My Computer** as the Download Location.
7. Click Submit.
8. On the next Download Grades page, click the **Download** button and a dialog box will appear prompting you to Open or Save the file.

*** If you are planning to change or add grades within the Excel file to later upload back into the Grade Center, do not change the file name while saving. Also, do not change the column headings within the Excel file because the Grade Center needs the information within the file name and column headings to deliver it to the appropriate column when uploading.**

II. Copying Courses

Use the course copy process to copy course materials from one course to another course. For example: Copy the materials from your fall semester course into your spring semester course.

How to Copy a Course

1. Open the course that you would like to copy the materials **FROM**.
2. On the Control Panel of that course (left, blue menu), click on Packages and Utilities.
3. Click Course Copy.
4. The Copy Course screen will appear. Click on the Browse button to select the Destination Course ID.
5. A list of your courses will appear. Select the appropriate destination course that you would like to copy the materials **TO**.
6. Click the Submit button at the bottom of the window.
7. Click on the **Select All** button to be sure that you copy **ALL** of the course materials over to the new or existing course.

***User records, such as discussion board posts, grades, and assessment attempts will not be copied.**

8. Click Submit.
9. A green message will appear near the top of the screen indicating “Success: This action has been queued. An email will be sent when the process is complete.”
10. Check your Winthrop email account for an email confirming that the course copy process completed. Look for a note in the email that says, “Operation successful.” This indicates that the course copy completed successfully. You can now navigate to your course list on Blackboard and open the destination course to verify that the copied materials are there. If there were any errors in the process, the email that you receive will list them. Please contact the office of Online Learning at 803-323-2551 or blackboard@winthrop.edu for assistance on addressing any errors.

***Be sure to perform a course copy into a given course only one time. Performing the course copy a second time, will add duplicates of all of the materials and grade center columns.**

III. Exporting and Importing Courses

Use the Export process to save your course materials for a given course into an Export package that can be downloaded and saved to your computer until you are ready to use them in a future semester. For example: Create an Export package of the materials from your Fall semester course and download and save the package to your hard drive until you are ready to Import those materials into a future course on Blackboard.

The Export/Archive Course page organizes all export and archive packages that you create from a course. When you export a course, a link to the package appears on this page. You can download the package to your computer, and then use it in the future for import operations.

When you export a package, it does not appear on this page immediately. After a few seconds, click on the **Refresh** button and the Export package file will appear. An email is also sent to you as soon as the system has created the package.



| Export/Archive Course | | |
|--|------------------|---------------------------------|
| Export Package | Archive Course | Export Common Cartridge Package |
| File Name | Date Created | |
| ExportFile_astronomy_sec1_20120913123433.zip | 9/13/12 12:34 PM | |

Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)

How to Export a Course

The export course feature creates a package of the course content that you can import and use to teach another course with the same content. The export course feature does not include any user interactions with the course—it only includes the course materials.

Files within Course Files that are not used in the course or not linked in the course are not included when exporting.

Export packages are downloaded as compressed ZIP files and are imported in the same format. Do not unzip an export package or delete files from the package, otherwise the package will not be imported correctly.

To export a course:

1. On the Control Panel, expand the Packages and Utilities section and click Export/Archive Course.
2. On the Export/Archive Course page, click the **Export Package** button.
3. Click the **Calculate Size** button to check the package size. We recommend creating a folder or series of sub-folders on your hard drive to organize your export packages. For example, you could create a folder titled Blackboard Courses and within that folder create sub-folders with the titles Spring 20xx, Summer 20xx, Fall 20xx, etc. (replacing the 'xx' with the appropriate year). Then save all of your export packages to those folders. We do not recommend saving large course packages to your Z drive to prevent exceeding capacity. Save to My Documents instead.
4. In the Select Course Materials section, click on the **Select All** button to be sure that you export **ALL** of the course materials.
5. Click Submit.
6. A green message will appear near the top of the screen indicating "Success: This action has been queued. An email will be sent when the process is complete."
7. Click on the **Refresh** button and the Export package file will appear.
8. Check your Winthrop email account for an email confirming that the export process completed. Look for a note in the email that says, "The results of the process are shown below. Status: The operation export has completed." This indicates that the export package was created successfully. If there were any errors in the process, the email that you receive will list them. Please contact the office of Online Learning at 803-323-2551 or blackboard@winthrop.edu for assistance on addressing any errors.

How to Download and Save the Export Package

1. From the Export/Archive Course page, click on the file name for the export package that you want to download.
2. A dialog box will appear prompting you to Open or Save the file.
3. Save the file to the appropriate location. We recommend creating a folder or series of sub-folders on your hard drive to organize your export packages. For example, you could create a folder titled Blackboard Courses and within that folder, create sub-folders with the titles Spring 20xx, Summer 20xx, Fall 20xx, etc. (replacing the 'xx' with the appropriate year). Then save all of your export packages in those folders. We do not recommend saving large course packages to your Z drive to prevent exceeding capacity. Save to My Documents instead. ***Do not change the file name, unzip, or delete files from the export package. Otherwise, the package will not be imported correctly.**

How to Import a Course Package

1. Open the course that you would like to import the course package into.
2. From the Control Panel, under Packages and Utilities, click Import Package / View Logs.
3. Click the **Import Package** button.
4. Click Browse to locate and select the package.
5. In the Select Course Materials section, click on the **Select All** button to be sure that you import **ALL** of the course materials.
6. Click Submit.

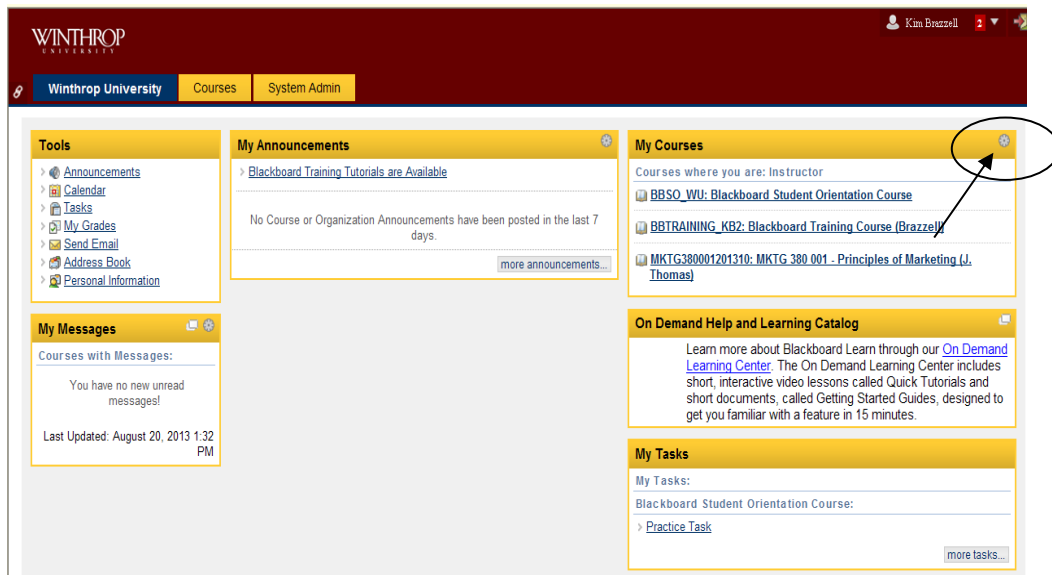
***Be sure to perform an Import into a given course only one time. Performing the import a second time, will add duplicates of all of the materials and grade center columns.**

IV. Customize your Course Listings

This section will explain how to edit your course lists in the following areas on Blackboard:

- a. The My Courses Module, located on the Winthrop University tab
- b. The Course List Module, located on the Courses tab

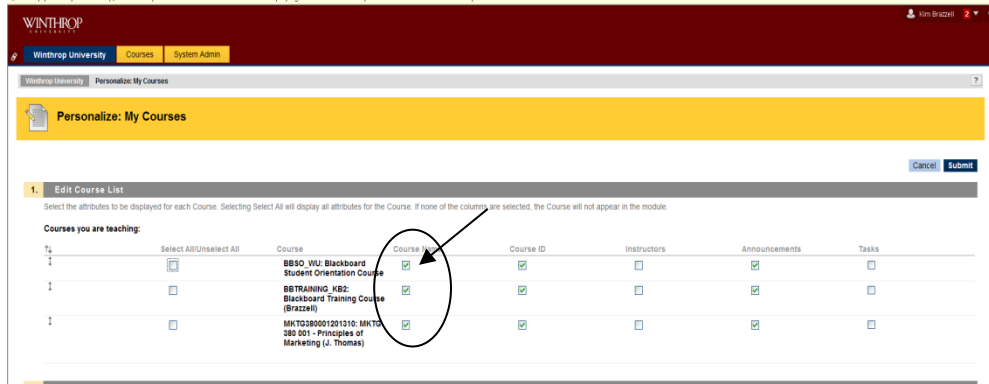
Blackboard includes all of your past and current Blackboard courses in these lists, but some users may want only to see the courses with which they are currently working in one of these areas. You can also rearrange the order of the courses in the lists.



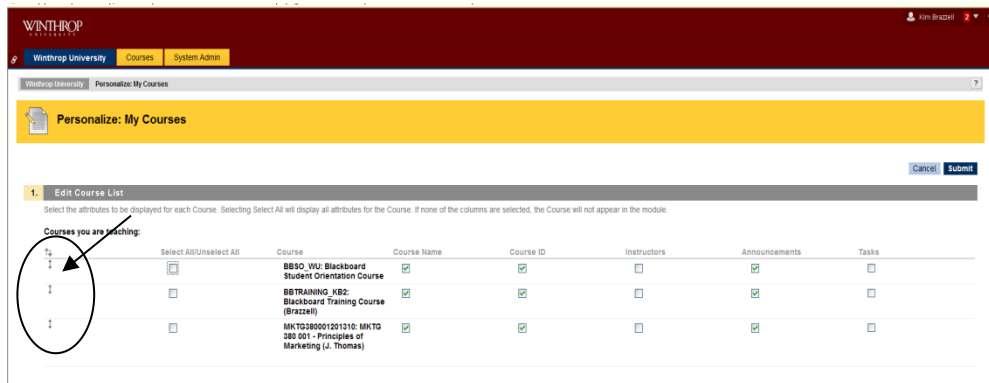
Editing the My Courses Module, located on the Winthrop University Tab

1. Log in to Blackboard and click on the **Winthrop University tab** at the top left of your screen.
2. On the Winthrop University tab page, find the **My Courses** module on the right side of the page, then notice its title bar has a wheel icon at the top right. Click the **wheel icon**, which represents “Manage My Courses Module Settings” (see screen shot above).
3. On the “Manage My Courses Module Settings” page,

- a. put a check mark in the column, “Course Name,” for each course that you want to see in your My Courses Module, and un-check the boxes for those you do not wish to see in the module (see below).



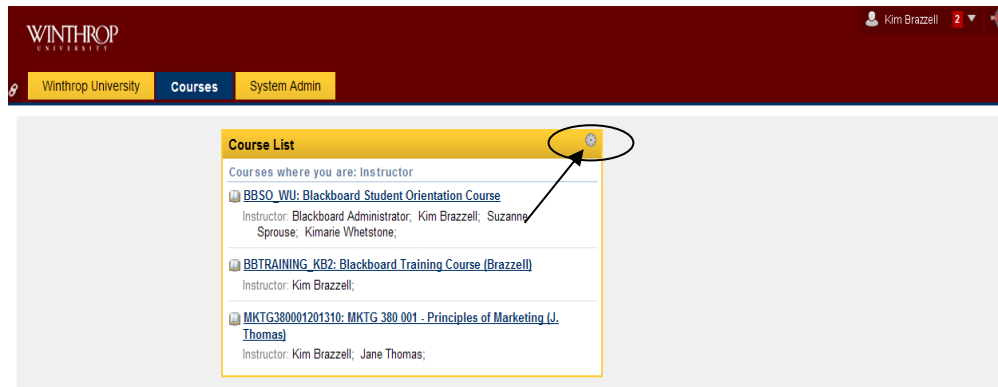
- b. To reorder the courses in the list, use the drag-and-drop arrows located on the far left side of the page. Left click and drag the arrows up or down to reorder a course in the list. (see below).



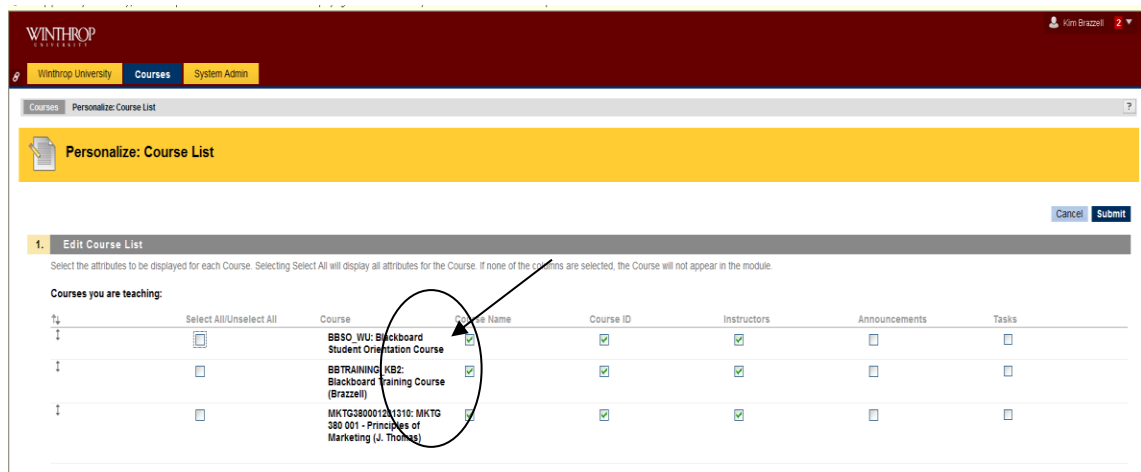
4. When finished, click the **Submit** button.
5. Check the My Courses Module to be sure that the courses you want to see are listed. If they are not, return to the “Manage My Courses Module Settings” screen by clicking the **wheel icon** again.

Editing the Course List Module, located on the Courses Tab

1. Log in to Blackboard and click on the **Courses Tab** to bring up your course list on the screen.



2. The Course List module will appear, then notice its title bar has wheel icon at the top right. Click the **wheel icon**, which represents the “Personalize: Course List” screen. (see above)
3. On the “Personalize: Course List” screen,
 - a. put a check mark in the column, “Course Name,” for each course that you want to see in your Course List module, and un-check the boxes for those you do not wish to see in the module. (see below).



- b. To reorder the courses in the list, use the drag-and-drop arrows located on the far left side of the page. Left click and drag the arrows up or down to reorder a course in the list. (see below).

WINTHROP UNIVERSITY

Winthrop University Courses System Admin

Personalize: Course List

1. Edit Course List

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course will not appear in the module.

Courses you are teaching:

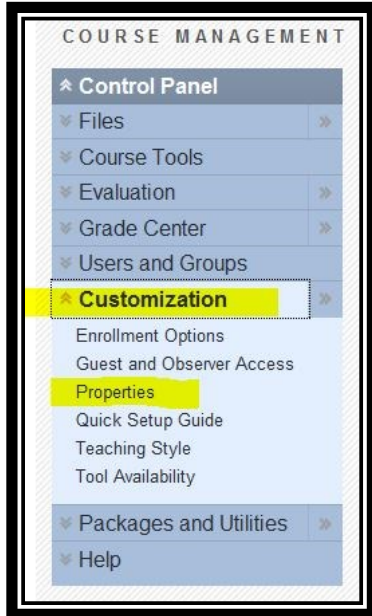
| Select All/Unselect All | Course | Course Name | Course ID | Instructors | Announcements | Tasks |
|-------------------------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | BBSO_WU: Blackboard Student Orientation Course | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | BBTRAINING_KBZ: Blackboard Training Course (Brazzell) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | MKTG380001201210: MKTG 380 001 - Principles of Marketing (J. Thomas) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Cancel Submit

4. When finished, click the **Submit** button.
5. Check the Course List Module to be sure that the courses you want to see are listed. If they are not, return to the “Manage Course List Module Settings” screen by clicking the **wheel icon** again.

V. Make your Blackboard courses available to students

1. Go to the Control Panel within your course. This is the blue menu near the bottom left of the screen.
2. Click on Customization.
3. Click on Properties.



4. The Properties screen will appear. Scroll down on this screen to 'Make Course Available' and select Yes.
5. Click Submit.