Export Your Course

Exporting a course creates a package of the course content that can later be imported and used 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 content and the tools. The export file functions as both a copy and a back up of your course materials. To save user interactions with the course, see **ARCHIVE COURSE**.

- In your course, select **Control Panel**.
- Select **Export Course** under *Course Options*.
  Note: If this is your first time exporting your course, you will see a message that says, "*No packages exist for this course.*"
- Select **Export** icon from the tool menu.
- **Select the boxes** next to the areas you want to export or you can select all of the boxes from the *Select Course Materials* section.
- Select **Submit**, and then **OK** on the next screen.
- **Wait a few minutes.**
- Then check your **Lehman College email for a message** from Blackboard Administrator, this message will indicate that the course has been successfully exported.
- **Return back to the course you just exported**.
- From the **Control Panel** select **Export Course** again.
  Note: Yes, you do have to enter the Export Course area for a second time.
- Select **the link** for the most recent export package file.
- Select **Save** and choose a location to save the export package file to (i.e. the desktop or your H: Drive). The exported file will be saved as a compressed file (**.zip** format).
- After exporting your course, the next step is to import the exported package into your new course(s).

Import Your Course

The Import Package feature allows you to upload (import) course materials from another course. Using an exported course file you may import the whole course package, or selected parts of the course through Import Package.

- In your new course, select **Control Panel**.
- Select **Import Package** under *Course Options*.
- Select **Browse** to locate and select your Blackboard course export file.
  Note: the export file will be a compressed **.zip** format file.
- **Select the boxes** next to the areas you want to import or just select all of the boxes.
  - It's recommended that you do not select Adaptive Release as the settings are based on previous students and semesters.
- Select **Submit**, and then **OK** on the next screen.
- **Wait a few minutes**.
- Then check your **Lehman College email for a message** from Blackboard Administrator, this message will indicate that the import package file has been successfully imported.
  Note: After receiving this email, you may find that it takes a few minutes or longer for all of your course content to appear.
- Review your new course to ensure that all content has been imported correctly.

Reorder Course Menu Buttons/Links

Once you have exported and imported your course, some buttons in the course menu may be reordered. **To change the course menu order:**

- In your course, select **Control Panel**.
- Select **Manage Course Menu** under *Course Options*.
- Use the **drop-down arrow next to menu items to change the display order**.
- Once the order number has changed for an item, Blackboard will refresh the page and display the menu item in its new location.

Revise Due Dates in Your Content

Each semester you will need to revise the due dates in all areas of your course, such as: syllabus, announcements, content folders and items, assignments, quizzes, tests, Adaptive Release rules, etc.

Deploying and Making Quizzes/Tests Available

You make assessments available from a content area, NOT from the Test Manager. You create and store tests within the Test Manager. If you haven't already done so, you will need to create the quiz or test before you can deploy it and make it available. **To deploy and make a quiz/ test available**:

- In your course, select **Control Panel**.
- Select and navigate to the **course content area** where you want to add the quiz/test. (i.e. Modules, Tests, Assignments, etc.)
- Select **Test** from the toolbar menu.
- Select the **title of the quiz/ test** you want to add.
- Select **Submit** and then **OK** on the next screen.
- Select **Modify the Test options** to make the quiz/test available and set other settings.
- Select **Yes** next to *Make the link available* and select any other settings you want for the quiz/test.

Making a Quiz/Test Available:

- In your course, select **Control Panel**.
- Select the **Content Area** where the item or assignment that you want to make available is located.
- Select **Modify** to the right of the item or assignment that you want to make available.
- Select **Modify the Test options** to make the quiz/test available and set other settings.
- Select **Yes** next to *Make the link available* and select any other settings you want for the quiz/test.
  - You can find more information on quiz/test options within **Blackboard Tutorials.**

Making Items and Assignments Available

After importing your course you want to make items and assignments available that may have been set to unavailable and/or had date restrictions set in your old course. Making items or assignments available and/or setting new date restrictions will make them visible to students in the new course.

- In your course, select **Control Panel**.
- Select the **Content Area** where the item or assignment that you want to make available is located.
- Select **Modify** to the right of the item or assignment that you want to make available.
- Under **Options**, select **Yes** next to **Make the content available**.
- If you want to set or reset the time restrictions, select the **Display After** and **Display Until** check boxes**,** and then select the dates/times you want the item or assignment to display and close.
- Select **Submit**, and then **OK**.

IMPORTANT: Announcements

Announcements are ordered by date created: permanent announcements appear first, and non-permanent announcements appear below permanent ones. If you post a new announcement, it will be stacked on top of the last one and so on.

Older announcements may be reused if you recreate them; by either retyping or by creating a new announcement. You can copy and paste the text of the old announcements into a *WordPad* file (do not use Word or WordPerfect, problems may occur) and save the file. Then delete the old announcements on Blackboard, and copy and paste the text of the *WordPad* file for the announcements into the brand new Blackboard announcements.

Why recreate announcements? Recreating announcements will display the announcements as being from you (course instructor), instead of the announcements appearing as though they are from the Blackboard Administrator, which happens during the export/import process. Additionally, if you do not recreate old announcements and you use the Email Announcement feature then the Blackboard Administrator will be copied on your announcement email.

Remove a Grade Center Column

Manually entered items may still be in the Grade Center (discussion grades, attendance, etc.). You may want to remove old or unwanted Grade Center entries. **To remove unwanted Grade Center items:**

- In your course, select **Control Panel**.
- Select **Grade Center** under *Assessment*.

- Move the cursor over the desired cell.
- Select the Down Arrow Action Link to activate the contextual menu.
- Select **Remove Column** from the list.
  Note: You can only remove quiz/test Grade Center items after you have made them unavailable to students (un-deployed them).
- Select **OK** from the confirmation pop-up window.

Hide a Grade Center Column from Students
If you want students to see a Grade Center entry at a later time, you may hide that the Grade Center item. **To hide grade center items from student view:**

- In your course, select **Control Panel**.
- Select **Grade Center** under *Assessment.*
- Move the cursor over the desired cell.
- Select the Down Arrow Action Link to activate the contextual menu.
- Select **Modify Column** from the list.
- Under *Options*, select **No** next to *Show this Column in My Grades* to hide the column from student view.
- Select **Submit**.

Remove Old Discussion Board Messages
Old Discussion messages will appear in the new course, you will need to remove them from your new course. **To remove the old messages:**

- Go to the **Discussion Board** in your course(s).
- Select a **discussion forum** and check for former student entries.
- To remove old entries:
  - Choose **Select All** from the drop down menu located below all messages.
  - Select the **Go** button next to Select All.
  - A check mark is placed next to all the messages.
  - Select **Remove** from the upper tool bar menu.
  - Select **OK** from the confirmation pop-up window.
  - Select **OK** to return to the Discussion Board Forum page.

Make Your Course Available
A course that is available means that students will have access to the course once the semester begins. You must set the availability of your course/s in Blackboard. **To set the course availability, follow these steps**:

- In your course, select **Control Panel**.
- Select **Settings** under *Course Options.*
- Select **Course Availability**.
- Select **Yes**, "Make Course Available."
- Select **Submit**, and then select **OK** on the next screen.

Archive Your Old Course
It is recommended that you archive your course; it can serve as your historical record of course work. The archived course contains the course material with the student course submissions (discussion, Bb quizzes/tests and assignments). It is recommended that you archive at the end of each term, once you've submitted student grades.

- In your course, select **Control Panel**.
- Select **Archive Course** under *Course Options.*
- Select **Archive** from the tool menu.
- Select **Submit**, and then select **OK** on the next screen.
- From the **Control Panel** in the course you are archiving, select **Archive Course** again.
  Note: Yes, you do have to enter the Archive Course area for a second time.
- Select the link for the most recent archive file.
- Select **Save** and choose a location to save the archive file to (i.e. your desktop or your H: Drive). The archived file will be saved as a compressed file (.zip format).

Cleaning Up Your Course List

Blackboard shows links to your previous semester course/s on the Courses and Home tabs. You can modify the MyPage tab so it only displays the current semesters course/s. **To configure the MyPage tab to Display Your Courses**:

- In Blackboard, select the **MyPage** tab, located at the top of the screen.
- Select **Modify Content**, located in the upper-right corner of the page.
- From the list select **My Courses**. (Allows you to modify which courses appear and whether announcements are displayed, etc).
- Select any other options you may want
- Select **Submit** and select **OK** on the next screen.

To configure your course list on the MyPage tab:

- From the **MyPage** tab, select the **circular pencil icon**, located in the upper right-hand corner of the **My Courses** box.
- Uncheck the box/es under the **Display Course Name** column for each course you want to hide from your course list. Do the same for any other column/s you don't want displayed.
- Select **Submit**, and **OK** on the next screen.

Enrolling Faculty/Staff Student Account

The faculty/staff student account will enable Blackboard Course Instructors and Organization Leaders and to see all functionality from a student view when they log in with their student username and password. Using a student account is optional for Blackboard faculty/staff. **How to Enroll your Student Account into a Blackboard Course or Organization**:

- In your course(s), select **Control Panel**.
- Select **Enroll User** under *User Management*.
- In the **Search** field enter zzz_your last name.
- Select the **Search** button.
- Select **Add.** A check mark will appear in the box.
- Select **Submit**.
- A **Receipt Success** confirmation message will appear and then select **OK**.