# Blackboard Tips & Tricks

## Course Management and Recordkeeping

✓ You are strongly advised, throughout the semester, to periodically **download a copy of your Grade Center** as a tab delimited file.
- o Download a copy of the Grade Center whenever you have a student (with any grades) withdrawing from a course. Once their withdrawal has been processed in Banner, they will fall out of Blackboard and all of their grade history will be gone.
- o Definitely download a copy of your Grade Center at the end of the semester for archival purposes. Having a copy of your Grade Center can be useful in addressing student questions and complaints.

✓ It is highly recommended that you **download a copy of every electronically submitted assessment** for archival purposes. Having a copy of individual assessments can also be useful in addressing student questions and concerns.

✓ Effective fall 2012, with the migration to Blackboard 9.1, faculty are once again able to export content from a previously taught Blackboard 9.1 course and import it into a new course shell themselves. ITS no longer copies course shells for instructors. The process is simple.
1. Export content from the previously taught Blackboard 9.1 course. An export brings over course content, without any student data.
   - a. Go to "Control Panel" > "Packages and Utilities" > "Export/Archive Course"> "Export Package."
   - b. Under "File Attachments," users *must use the default settings selecting the second option* for each to "Copy links and include copies of the files…"

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    c. Under "Select Course Materials," it is recommended that you "Select All". You can decide later which piece(s) to import into your new course

    d. Click on "Submit."

    e. You will be notified via email when the export is completed. Return to the Export/Archive Course screen via "Control Panel" > "Packages and Utilities" > "Export/Archive Course."

    f. Right click on the ExportFile_*your course_the date*.zip file and save the file to your computer.

    g. **Never unzip** this file.

2. Import content into the new Blackboard course. This should be done *before* you do anything else in the new course shell.

    a. Go to "Control Panel" > "Packages and Utilities" > "Import Package / View Logs" > "Import Package."

    b. "Browse" to locate the package you exported (in Step 1 above).

    c. Under "Select Course Materials," select those materials from the previously taught course that you wish to import into this new course.

    d. Click on "Submit".

Upon completion of the import process, you **must** review and update course options, materials, due dates, and/or other time-sensitive settings copied from the previously taught course and "Add Test Student". See the ITS Blackboard Start of Semester Activities web page for specific items to review and update.

✓ Use **Archive Course** to create a permanent record of the course including *all content and student user interaction*. It is recommended that you do this at the end of each semester.

**Tutorial:** http://www.siue.edu/its/bb/fac_staff/pdf/Export_Import_course.pdf