

Semester-to-Semester Course Site Migration in Blackboard 5

There are several features you can implement after the semester ends. These steps include allowing you to create a copy of the course site for your records and prepare the course site for the following semester.

Exporting the Online Gradebook

The Online Gradebook posts all student grades associated with assessments. The Online Gradebook also accommodates scores for essay questions and grades for work completed outside of Blackboard 5.

To export the Online Gradebook follow these steps:

1. Go to the **Control Panel**.
2. Click on **Online Gradebook**.
3. Click on **Export Gradebook**.
4. Right-click on the link **Save Exported Gradebook**.
5. Click on **Save Target As**.
6. Select the location in the computer where you want to save the file.
7. Type a different file name if necessary.
8. Click on the **Save** button.

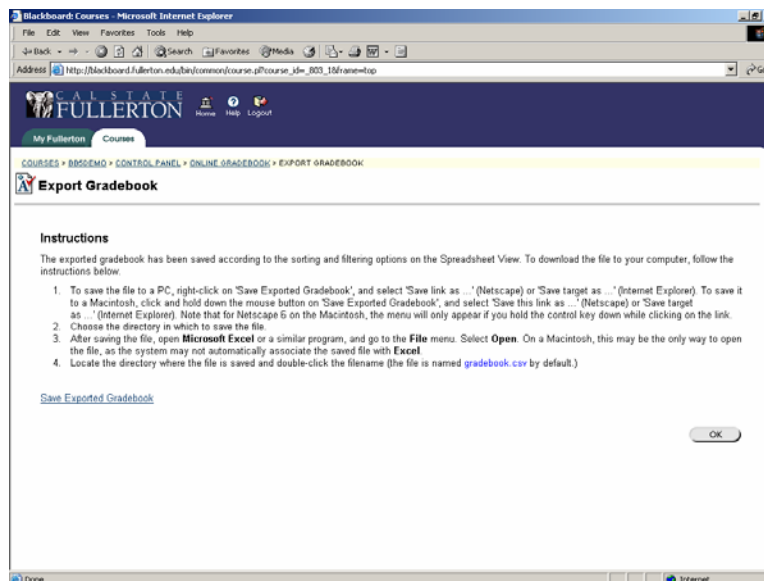


Figure 1. Export Gradebook Web Page.

Course utilities

Archive a Course Site

Each Blackboard course site will be available to the instructor for one year after the semester ends. If instructors want to keep a copy of the entire course site, they should export a copy and save it in a safe place other than their personal computer.

This procedure is recommended even if they are planning to teach and use the same course site the following semester. This copy can be imported in Blackboard to create a new course site.

Follow these steps to archive a course site:

1. Go to the **Control Panel**.
2. Click on **Course Utilities**.
3. Click on **Archive Course**.
4. Place a checkmark to identify the sections you want to export
5. Select the radio button for Blackboard 5.5 package format (IMS 1.1 compatible).
6. Click on the **Submit** button.

Note: The Archive Course feature does not export the Online Gradebook or assessment results.

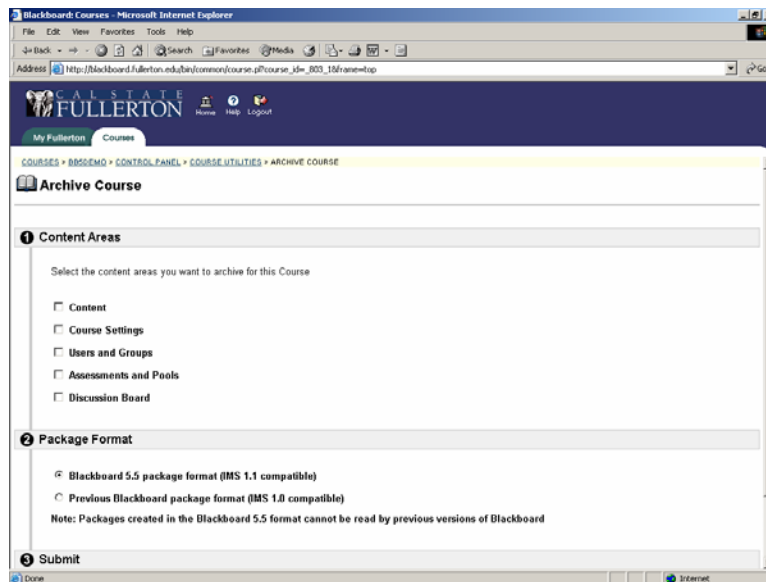


Figure 2. Archive Course Web Page.

Course Recycler

Blackboard allows the instructor to recycle a course site by selectively removing areas of a course. Simply select the area(s) that you want to remove the information from by checking the box next to each area.

Follow these steps to recycle the course site:

1. Go to the **Control Panel**.
2. Click **Course Utilities**.
3. Click **Course Recycler**.
4. Select the areas that you want to remove.
5. Type **Remove** in the box.
6. Click on the **Submit** button.

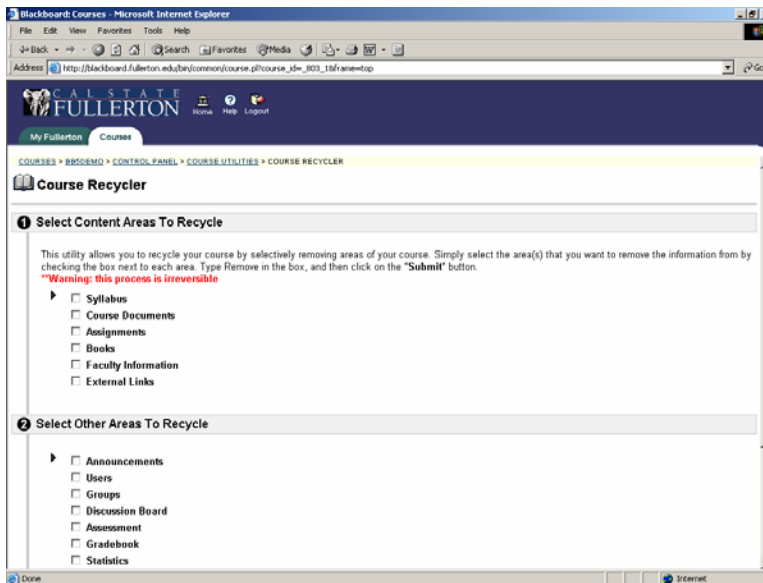


Figure 2. Course Recycler Web Page.

Course Settings

You can change the settings in your course site to prepare for the following semester. To access the course settings follow these steps:

1. Go to the **Control Panel**.
2. Click on **Course Settings**.

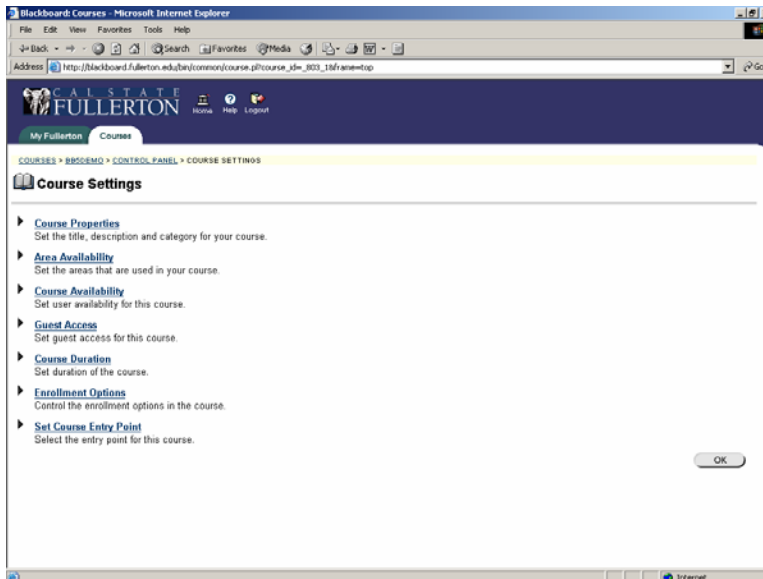


Figure 4. Course Settings Web Page.

There are several options that you should consider using. The most important to prepare your course site for the following semester are:

Course Properties

You can change the name, description, and subject type (not required) of a course from the Course Properties page. This page allows the instructor to include the semester, room, or dates in the course title.

Course Availability

The Course Availability page is used to control access to the course. After the semester ends, you will need to make your course site(s) unavailable to your students. You can make your course site unavailable by selecting the "No" radio button.

Course Duration

All course sites will remain in the system for one year after the semester ends. You can use the Course Duration page and select one of the following three options: The course can be continuously available, available from a set start to a set end date, or available for a number of days.

Obtaining a Course Site for the following Semester

The Information Technology department created a Blackboard course site for each class that is scheduled for the following semester. You will find the course site(s) after you login to Blackboard 5.

In order to import the information correctly, you need to ensure that your department updates the information in SIS+ and that you are properly listed as the instructor for the class you are teaching.

Note: If you are not listed as the instructor in SIS+ for the class you are teaching, you will not find the course site in Blackboard 5.

Copying Course Content from a Blackboard Course Site

You can request to copy the content from an existing course site to a new Blackboard course site by completing an online form. In order to copy the content, you will need to submit the class schedule numbers for both classes. The Request form is available at:

<http://fdcweb.fullerton.edu/blackboard/crsrequest/migration.cfm>

Uploading a New Syllabus

You can replace the existing syllabus with a new copy after the content from a course site is copied. To replace the existing copy of the syllabus with a new copy follow these steps:

1. Go to the **Control Panel**.
2. Click on **Syllabus, Course Documents, or Course Information**.
3. Find the syllabus document and click on the **Modify** button.
4. Change the heading and description information if necessary.
5. Scroll down to the Content Attachments section.
6. Click on the **Remove** button to delete the existing file.
7. Return to the Content Attachments section.
8. Click the **Browse** button and select the new file.
9. Click on the **Open** button.
10. Type the name for the link.
11. Select the options you would like to implement.
12. Click on the **Submit** button.

For more information about Blackboard 5 contact:

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