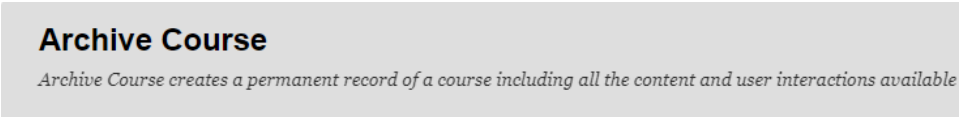# ❶ Archive Your Course

❶ ARCHIVE
❷ EXPORT

❸ FILE DOWNLOAD
❹ GRADE CENTER DOWNLOAD

❶ Archive

- An **archive** creates a record of your course in a **.zip file**, including all course content, student enrollment, and students' course interactions.
- This step is important for appeals, petitions, and to keep a record of student submissions after the course ends or once Blackboard has been decommissioned.
- **Do not unzip the Archive.zip package** as it may become **corrupted** and **unusable** in Quercus. Save the file using a more easily recognizable filename so you can find it later - include "Archive" in the filename.
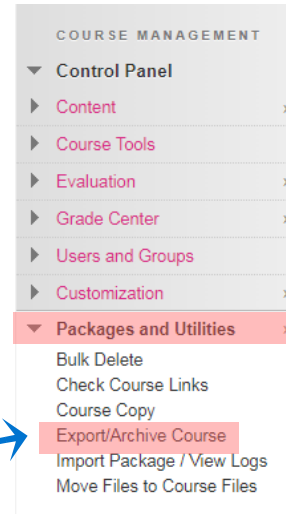
COURSE MANAGEMENT
- ▼ **Control Panel**
  - ▶ Content
  - ▶ Course Tools
  - ▶ Evaluation
  - ▶ Grade Center
  - ▶ Users and Groups
  - ▶ Customization
  - ▼ **Packages and Utilities**
    - Bulk Delete
    - Check Course Links
    - Course Copy
    - Export/Archive Course
    - Import Package / View Logs
    - Move Files to Course Files

a In your course "**Control Panel**," from the "**Packages and Utilities**" sub-menu, select "**Export/Archive**" and then select "**Archive Course.**"

Archive Course
Archive Course creates a permanent record of a course including all the content and user interactions available

b Select the options: "**Include Grade Center History**" and "**Copy links and include copies of the files in the course default directory**" in two locations.

SELECT COPY OPTIONS

✳ Source Course ID   Course ID

☑ Include Grade Center History (increases file size and processing time)

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course.

Course Files Default Directory
- ○ Copy only links to course default directory files
- ◉ Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory
- ○ Copy only links to files stored outside of the course default directory
- ◉ Copy links and include copies of the files outside of the course default directory

Package Size   [Calculate Size] [Manage Package Contents]

c Once you select "**Submit,**" you will be **notified by email** when the file is available for download on the main Export/Archive page. You can also **stay on the page and refresh it** until you see the file link. Select the file to **download** it.

[Submit]
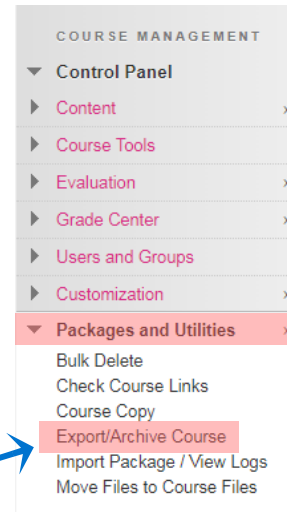
❷ Export Your Course

❶ ARCHIVE
❷ EXPORT

❸ FILE DOWNLOAD
**❹ GRADE CENTER DOWNLOAD**

❷ Export

- An **export** creates a **.zip file** of reusable course content with no user data or grades.
- This content can be downloaded to your computer and imported into a Quercus course; not all data transfers well (e.g. some test/survey questions).
- Course files that have not been used in the course or linked in the course will not Export using the Export option and need to be captured using the "File Download" instructions.
- **Do not unzip the Export.zip package** as it may not import correctly. Save the file using a more easily recognizable filename so you can find it later - include "Export" in the filename.
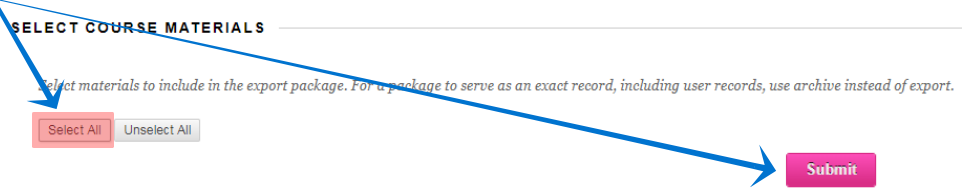
COURSE MANAGEMENT

- ▼ Control Panel
  - ▶ Content
  - ▶ Course Tools
  - ▶ Evaluation
  - ▶ Grade Center
  - ▶ Users and Groups
  - ▶ Customization
  - ▼ Packages and Utilities
    - Bulk Delete
    - Check Course Links
    - Course Copy
    - Export/Archive Course
    - Import Package / View Logs
    - Move Files to Course Files

a In your course "**Control Panel**," from the "**Packages and Utilities**" sub-menu, select "**Export/Archive**" and then select "**Export Package**."
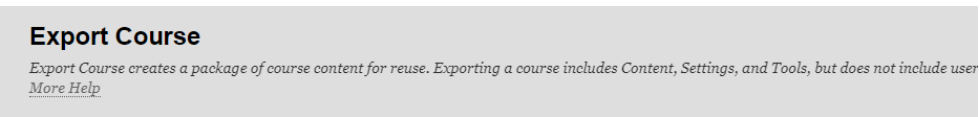
b Select the options: "**Include copies of files in the course default directory**" in two locations.
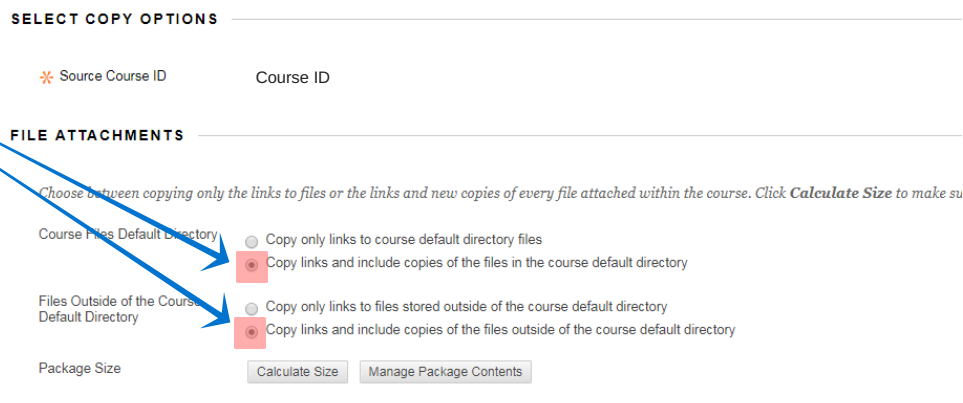
c For **Course Materials**, either "**Select All**" or **check off the individual items** you would like to export. **To keep all content, choose "Select All."**

d Once you select "**Submit**," you will be **notified by email** when the file is available for download on the main Export/Archive page. You can also **stay on the page and refresh it** until you see the file link. Select the file to **download** it.

Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user *More Help*

SELECT COPY OPTIONS

⁂ Source Course ID   Course ID

FILE ATTACHMENTS

*Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make su*

Course Files Default Directory
○ Copy only links to course default directory files
◉ Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory
○ Copy only links to files stored outside of the course default directory
◉ Copy links and include copies of the files outside of the course default directory

Package Size   [Calculate Size] [Manage Package Contents]

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

[Select All] [Unselect All]

[Submit]

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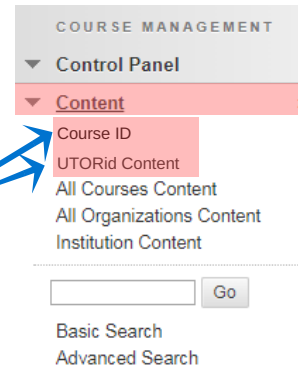
❸ Download Your Files

❶ **ARCHIVE**
❷ **EXPORT**

❸ **FILE DOWNLOAD**
❹ **GRADE CENTER DOWNLOAD**

❸ File Download

- Your files are located in the **Course ID section** for each course and **your personal content**, which is labeled with your **UTORid**.
- You may also want to download the **Organization Content** and **Institution Content**.
- Course files that have not been used in the course or linked in the course will not Export using the Export option and need to be captured using the File Download instructions below.

COURSE MANAGEMENT
- ▼ **Control Panel**
  - ▼ **Content**
    - Course ID
    - UTORid Content
    - All Courses Content
    - All Organizations Content
    - Institution Content

[ ] [Go]

Basic Search
Advanced Search

a Download files from **each course content section** and **your personal content section** located in the "**Control Panel**" under "**Content**."

Course Content: Course ID ⌄

*The Content Collection provides central file storage for all content. When changes. Using the links in the **Control Panel**, you can access the conten*

| Upload ⌄ | Create HTML Object | Create Folder | |

**b** Either select **all of the files** or **individual files** you would like to download.

c Select "**Download Package**" at either the top or bottom of the window, and a .zip file of all of the items will be downloaded to your computer for future use.

| Download Package | Copy | Move | Delete |

	File Type	Name
☑	🖼	Modules vs Pages Activity.JPG
☑	📄	Copy of Bb to Canvas_ Backing up Your Courses (3).pdf
☐	📄	Infos Tests Unité 1.docx
☐	🎵	FSL 321-Audio 2.MP3

| Download Package | Copy | Move | Delete |

d This .zip folder can be unzipped, and the files can then be uploaded and used to build your course in **Quercus**.

[Refresh]

[Show All] [Edit Paging...]

e **Repeat** for your **UTORid content** and then for **Organization** and **Institution** content if you need it.
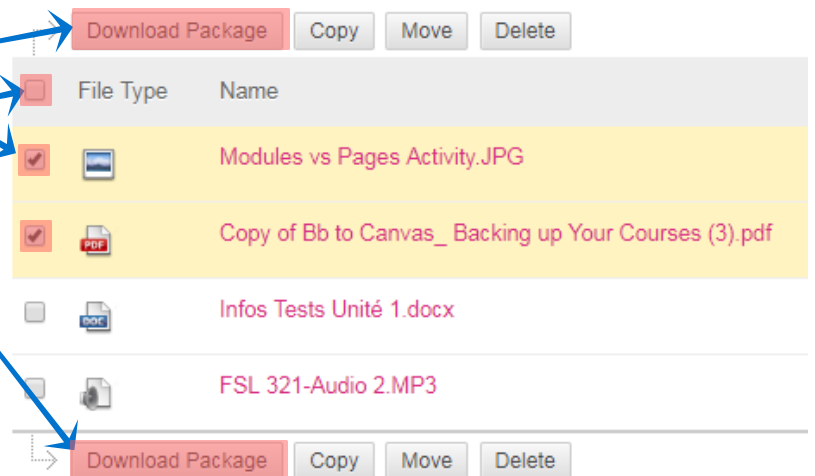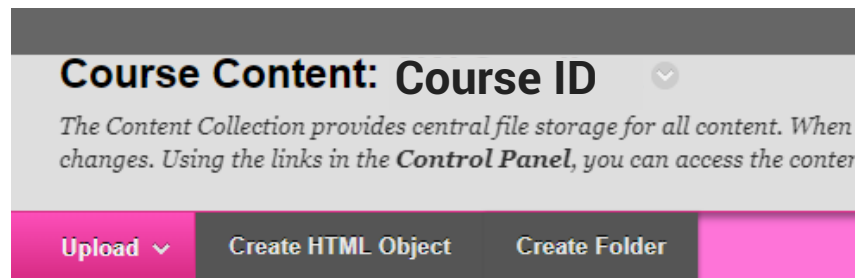
✳ IMPORTANT: If you have multiple pages of files, select "Show All" on the bottom right-hand side before selecting the files. Otherwise, only the files you see on the page will be selected.

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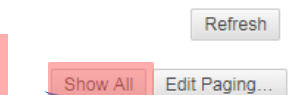
④ Download Your Grade Center

❶ **ARCHIVE**
❷ **EXPORT**

❸ **FILE DOWNLOAD**
④ **GRADE CENTER DOWNLOAD**

④ Grade Center Download

- The **Grade Center** should be downloaded before Blackboard is decommissioned to keep student information in case of appeals and petitions.
- Using a **Comma delimiter** results in a **.csv file** which can then be uploaded to the **Quercus Grade Book**.
- Using a **Tab delimiter** results in a **.xls file** which is useful for storing and manipulating data.

a Access the **"Full Grade Center"** from the **"Control Panel"** in the **"Grade Center"** sub-menu.

b In the **Grade Center**, on the upper right-hand side, select **"Work Offline"** and then **"Download"** from the dropdown menu.

c Select the options: **"Full Grade Center," "Comma"** (.csv file) or **"Tab"** (.xls file) for the delimiter type (according to your file preference), and **"My Computer"** for the download location.

d Once you select **"Submit,"** a file will be downloaded which can be opened in Excel. You may need to **expand** some columns to view the complete information and delete some columns which are not necessary.

e **Re-save this file using a more accurate filename**, and, if you chose "Comma" as the delimiter, save as an **Excel Workbook (.xls** or **.xlsx)** file.

COURSE MANAGEMENT
Control Panel
Content
Course Tools
Evaluation
Grade Center
Needs Grading
Full Grade Center
Assignments
Tests

Filter | Discover Content | **Work Offline** ⌄
Upload
Download

Sort Columns By: Layout Positi

Last Saved: February 6, 2018 3:35 PM

Academic Integ | Oral Test Part 1 | Oral Test Part 2

Download Grades
Full or partial data can be downloaded from the Grade Center and saved to your comments accessed through the Quick Comment feature or the Manually Overrid

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download   ● Full Grade Center

○ Selected Column   Weighted Total

○ User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type t

Delimiter Type   ● Comma   ○ Tab
Include Hidden Information   ○ Yes ● No
Hidden information includes columns and users that

SAVE LOCATION

Select where to save the file.

Download Location   ● My Computer
○ Content Collection
Browse

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Submit