

Copy Export, Archive & Import

The following four terms are used by Blackboard to describe options for saving and reusing existing course content.

Course Copy

Course Copy will allow you to reuse and copy course content from a currently existing myLesley course into other myLesley courses. This is useful if you are teaching a second section of your course or you would like to use selected content from a course without having to recreate it. As the Instructor, Teaching Assistant or Course Builder, you can copy all of the content from a course or only selected areas. Course Copy will add content to a course, but will not remove or replace existing content. New content with the same name will be added below the existing content.

Archive Course

Archiving a course allows you to make a record of an entire course, including the content and the user interaction, as it took place. When you archive a course, a course package is downloaded to your computer as a compressed .zip file. The .zip file contains the entire course. This file can later be imported into a currently existing or future myLesley course in order to reuse content or to review areas of the course for reference or research. Do not unzip the archived package and change or remove any of its contents. This will cause the package to be imported incorrectly.

Export Course

Exporting a course allows you to place all or parts of a course in a package that can be used in another course in the future. Exported packages are downloaded to your computer as a compressed .zip file. This file can later be imported into a current or future myLesley course. Do not unzip the exported package and change or remove any of its contents. This will cause the package to be imported incorrectly. You can only view the contents if you import it into a myLesley course (see below).

Import Package

A course package is a .zip file of content that has been previously exported from a myLesley course. The course package may contain an archived version of an entire course or only selected areas of a course. You may have created the course content or another instructor or course builder may have shared it with you. When importing a course package, you can import the entire course or only selected parts of it. Opening the .zip file and changing its contents will cause the package to be imported incorrectly in to myLesley.

| myLesley tool | What | From | To | Recommended For |
|----------------|--------------------------------------|-----------------------------|-----------------------------|-----------------|
| Course Copy | Course content | Existing course | Existing course | |
| Export | Course content | Existing course | .zip file on local computer | |
| Archive Course | Course content; User Interactions | Existing course | .zip file on local computer | |
| Import Package | Course Content | .zip file on local computer | Existing course | |

Copy, Archive & Import

Potential Offline Viewing Options

If you would like to view your myLesley course for reference or research without having to import it back into myLesely, there are a couple of options available to you.

Blackboard Backpack is an offline course viewer that students can purchase from Blackboard. Backpack's primary purpose is to allow students to download the current view of their myLesley course so that they may continue to do their coursework even when they do not have an internet connection. A version of the course is saved on their computer and each time they connect to the internet and open Backpack, it updates the course with any new content and information. Backpack can store several different courses. As an instructor, you can use Backpack to archive a version of your course onto your own computer and then view it for reference whenever you necessary, without having to first import a course package into myLesley. Backpack will include announcements, calendars and forum discussions, but it will only show the student view of the course. You will not have access to the Control Panel or be able to access admin information. The software is Windows only and will not work on a Macintosh. Go to http://www.blackboard.com/products/academic_suite/backpack for more information and pricing.

bFree is a free software created by the University of North Carolina at Chapel Hill to open a Blackboard course archive or export file. You can then browse the myLesley course in bFree or the course can be extracted into files and folders on your computer or as a website that will mimic the original myLesley course. bFree only provides a student view of the course. You will not have access to the Control Panel or faculty tools. bFree works on both Macs and PC's. Go to <http://its.unc.edu/tl/tli/bFree/> for more information and to download the software.

Copy, Archive & Import

PREPARE A NEW COURSE FOR IMPORT OR COURSE COPY

All new courses are created 12 weeks prior to the course start date. This course comes with a standard course shell. If you are using the copy course feature or the Archive/Import feature, it is easiest to remove the provided navigation from the new course before you begin copying or importing content.

1. Go into the new course's **Control Panel**.
2. Under "Course Options" click on **Manage Course Menu**.



The Manage Course Menu window will then appear.

A screenshot of the 'Manage Course Menu' window. The window title is 'DEMO DISCUSSION BOARD (DEMO DISCUSSION BOARD) > CONTROL PANEL > MANAGE COURSE MENU'. The main heading is 'Manage Course Menu'. Below the heading, it says 'To view changes, refresh the Menu.' There are four buttons: 'Add', 'Content Area', 'Tool Link', 'Course Link', and 'External Link'. Below these are seven items, each with a dropdown arrow, a name, a description, and 'Modify' and 'Remove' buttons. The items are: 1. Announcements (Announcements), 2. Syllabus (Content Area), 3. Assignments (Content Area), 4. Resources (Content Area), 5. Faculty (Staff Information), 6. Discussion Board (Discussion Board), and 7. myLesley Support (External Link to http://supportcenteronline.com/lcs/support/default.asp?deptID=784). An arrow points from the text 'These items comprise the course navigation menu' to the list of items. Another arrow points from the text 'Click the Remove button to remove on each item to remove it from the shell' to the 'Remove' button of the first item. A 'WARNING' box is also present, stating: 'WARNING: If you have any content in these items, it will be lost when the item is removed.'

3. Choose **OK** when you are done.

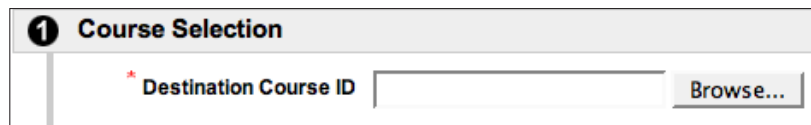
Copy, Archive & Import

COURSE COPY

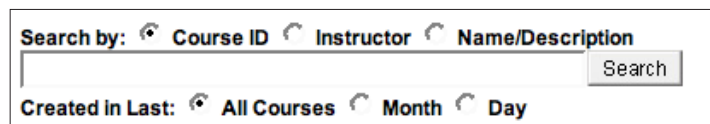
Course Copy is the preferred method of moving large amounts of content between myLesley courses. The myLesley course shell must exist to complete this method. It is recommended that you clear the Course Menu in the New course before beginning this next step.

Keep in mind: You must be enrolled in the course as an instructor

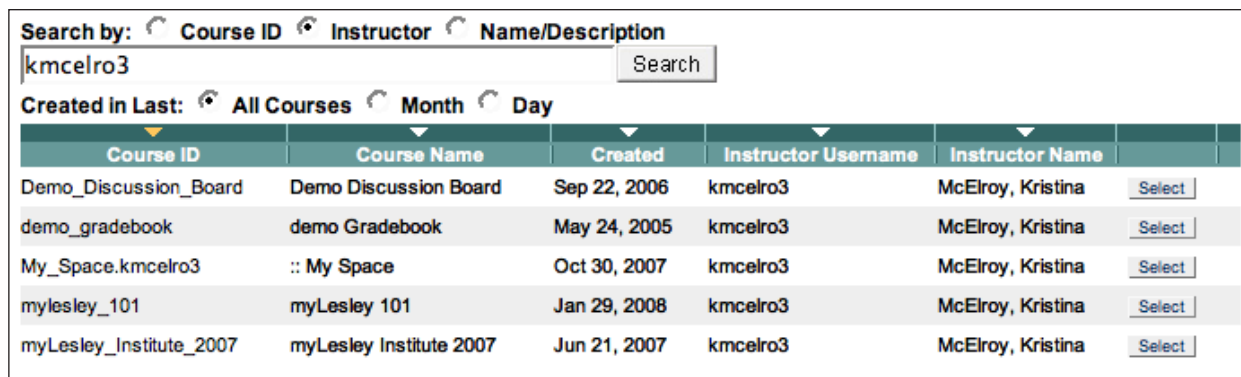
1. Go to the originating or old course in myLesley (the one containing the content)
2. Go to the originating course's **Control Panel**
3. Choose **Course Copy** from the **Course Options** section
4. Choose **Copy Course materials into an Existing Course**
5. In Course Selection area of the next window, locate the destination course by choosing the **Browse** button.



6. The Search popup window will appear. You can search by Course ID, Instructor or Course Name. You can only search by Instructor using your myLesley login name. Check the button you wish to search by, enter the keywords to search for and click **Search**.



7. Choose the destination course by clicking the **Select** button to the far right of the course listed (you may need to scroll to the right to find the Select button).



| Course ID | Course Name | Created | Instructor Username | Instructor Name | |
|-------------------------|-------------------------|--------------|---------------------|-------------------|--------|
| Demo_Discussion_Board | Demo Discussion Board | Sep 22, 2006 | kmcelro3 | McElroy, Kristina | Select |
| demo_gradebook | demo Gradebook | May 24, 2005 | kmcelro3 | McElroy, Kristina | Select |
| My_Space.kmcelro3 | :: My Space | Oct 30, 2007 | kmcelro3 | McElroy, Kristina | Select |
| mylesley_101 | myLesley 101 | Jan 29, 2008 | kmcelro3 | McElroy, Kristina | Select |
| myLesley_Institute_2007 | myLesley Institute 2007 | Jun 21, 2007 | kmcelro3 | McElroy, Kristina | Select |

Copy, Archive & Import

Course Copy (continued)

8. Once you choose the destination course, the pop-up screen will disappear and you will return to the “Copy Course Materials into an Existing Course” screen.

9. Check all the boxes for all items that are to copy over from the original course to the destination course.

Please note: Discussion forum threads will not come over. You will also receive one error message for every thread or other item that does not come over. Examine the import once it is complete and contact 1-888-myLesley if you need assistance.

10. DO NOT CHOOSE ENROLLMENTS

If you accidentally choose enrollments please contact 1-888-myLesley or email myLesley@lesley.edu immediately.

11. Click **Submit**

You will receive an email once the course content from the originating course has been copied to the destination course. This can take from 1 minute to several minutes.

The screenshot shows a web interface titled "Copy Course Materials into an Existing Course". At the top, it states "Appropriate privileges are needed to copy materials to a destination." The interface is divided into four numbered sections:

- 1 Course Selection:** Contains a "Destination Course ID" input field and a "Browse..." button.
- 2 Select Course Materials:** A list of checkboxes for various course components:
 - Content
 - syllabus
 - assignments
 - external links
 - Adaptive Release rules for content (with a note: "User criteria will not be captured if Enrollments are not included.")
 - Announcements
 - Calendar
 - Collaboration Sessions
 - Discussion Board
 - Early Warning System Rules
 - Glossary
 - Gradebook Items and Settings
 - Group Settings
 - Settings
 - Staff Information
 - Tasks
 - Tests, Surveys, and Pools
- 3 Enrollments:** Contains a checkbox for "Enrollments" with a note: "Copy enrollments for all users in the course. This option does not copy Exact Copy."
- 4 Submit:** Contains the instruction: "Click Submit to finish. Click Cancel to quit."

Copy, Archive & Import


EXPORT COURSE

The Export Course feature can be used when moving medium to large amounts of content (please note that large amounts of content will take awhile), or to store a copy of a course on your hard drive (it can only be opened in myLesley), or to capture content in a format that can be shared with a colleague to bring in to myLesley.

Please note: Discussion forum threads will not come over. You will also receive one error message for every thread or other item that does not come over. Examine the import and contact 1-888-myLesley if you need assistance.

1. Enter the course you wish to export and go into the **Control Panel**.
2. Under “Course Options” click on **Export Course**

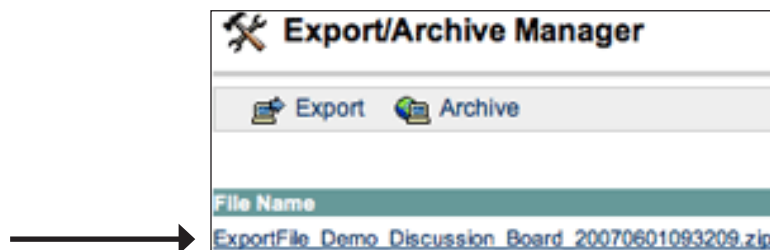


3. The Export/Archive Manager will appear on screen. Click the **Export** button.  **Export**
4. Select the course materials to export and click **Submit**.

The export action will be queued. You will receive an email when the process is complete. This can take from 1 minute to several minutes.

After you have received the email, click **OK** to return to the Export/Archive Manager screen. A .zip file of the course materials you selected will appear in the manager window.

5. Click on the file name to download and save the course package onto your computer.



IMPORTANT NOTE: Review the file name for the file that has downloaded.

The file name should have .zip at the end of it. If it does not, rename the file and put.zip on the end.

Do not attempt to open the .zip file on your computer. This .zip file can be kept on your local computer and brought in to any new courses, multiple times.

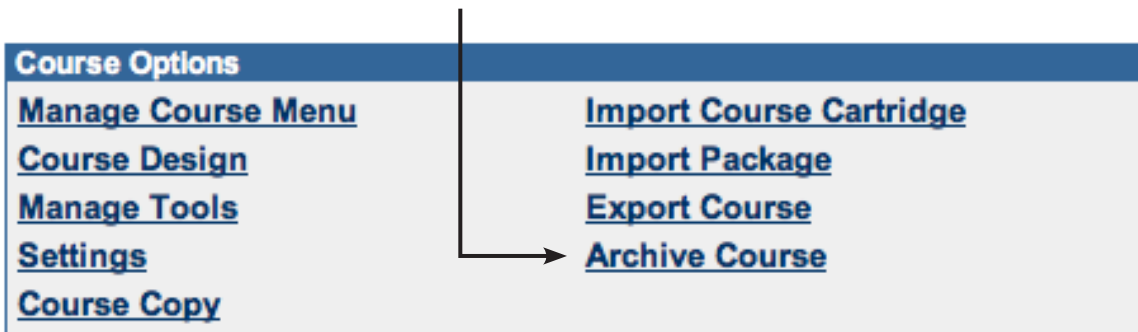
Copy, Archive & Import

ARCHIVE COURSE

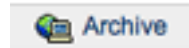
The Archive Course feature can be used to capture a record of a course as it took place or to store a copy of a course on your hard drive (it can only be opened in myLesley).

Please note: Discussion forum threads will not come over. You will also receive one error message for every thread or other item that does not come over. Examine the import and contact 1-888-myLesley if you need assistance.

1. Enter the course you wish to export and go into the **Control Panel**.
2. Under “Course Options” click on **Archive Course**.



3. The Export/Archive Manager will appear on screen. Click the **Archive** button.

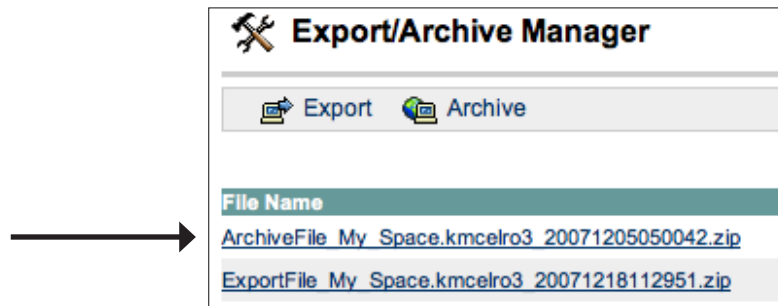


4. Click **Submit**.

Click **OK** to return to the Export/Archive Manager screen.

The archive action will be queued. You will receive an email when the process is complete. This can take from 1 minute to several minutes.

After you have received the email, click **OK** to return to the Export/Archive Manager screen. A .zip file of the course materials you selected will appear in the manager window.



IMPORTANT NOTE: Review the file name for the file that has downloaded.

The file name should have .zip at the end of it. If it does not, rename the file and put.zip on the end.

Do not attempt to open the .zip file on your computer. This .zip file can be kept on your local computer and brought in to any new courses, multiple times.

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IMPORT COURSE PACKAGE

The Import Package feature can be used to bring in content from exported or archived course packages.

1. Enter the course you wish to import content into and go into the **Control Panel**.
2. Under “Course Options” click on **Import Package**.



3. Under “Select a Package,” click **Browse**. Choose the exported .zip file on your computer.



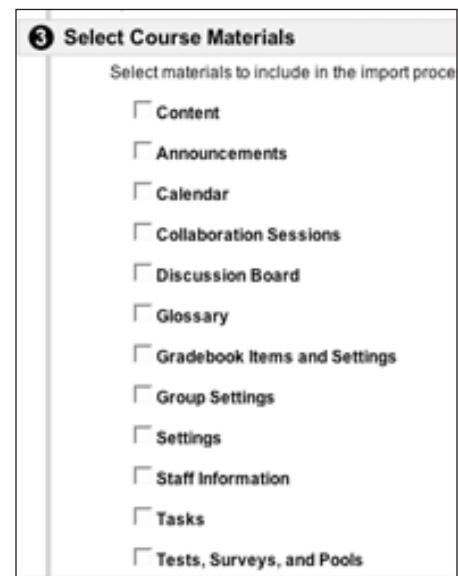
4. Under “Select Course Materials,” select the course materials you want to import into the new course shell.

DO NOT check “settings” or “staff information”
These are set in the system for consistency.

Please note: Discussion forum threads will not come over.
Only the forum spaces will be imported.

5. Click **Submit**.

The import action will be queued. You will receive an email when the process is complete. This can take from 1 minute to several minutes.

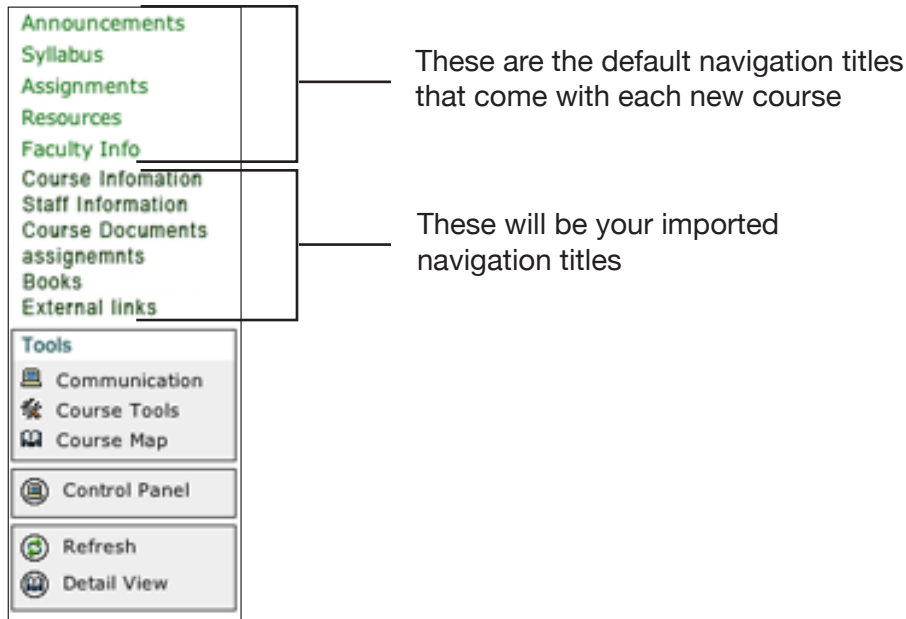


Copy, Archive & Import

CLEAN UP, REORGANIZE & CUSTOMIZE

Once your course content has been imported into your new myLesley course, you will notice that your navigation menu titles have moved around, are out of order, or are duplicated. Click into each menu area to familiarize yourself with how the content imported. Make note of the similarities, differences, and changes to your course.

Below is an example of what the navigation menu of your imported course might look like:



To reorganize your course menu, go to the **Control Panel** and select **Manage Course Menu** under “Course Options.”

Click on **Remove** to remove menu items.

WARNING: If you have any content in these items, it will be lost when the item is removed.

Select **Modify** to rename menu items.

Use the numbered pulldown menus to reorder the menu items. For example, if you would like Faculty to be the fourth item rather than the fifth, click on the pulldown menu and select 4. The menu will be rearranged to make Faculty item #4.

Click **OK** when you are done.

