

Archiving Blackboard Content

As complete our transition to Canvas, there are some Blackboard content and grade-record archiving options you may want to consider:

- **Download Grade Center Spreadsheet**
 - Excel / CSV format
 - Spreadsheet of all student scores for that semester/CRN.
 - No access to Blackboard needed to view scores.
- **Download all Files for Future Editing / Use in Canvas**
 - Retrieve all documents and files you have uploaded to a Blackboard class.
 - Access to individual files on your computer, for editing or future use.
 - Upload the documents and files to Canvas as needed.
- **Export Test Banks for Transfer to Canvas**
 - You can use this file to transfer test banks and quizzes to Canvas.
 - This is a special package that can only be opened by Canvas or another LMS.
 - You cannot view questions from this package, without importing them to an LMS.
- **Download ZIP Export - Course Content Only**
 - This is a special package that can be restored to a Blackboard server.
 - You will not be able to view content in this package without Blackboard.
 - This serves as a “just in case” backup of all course content.
- **Download ZIP Archive - Including Student Submissions**
 - This is a special package that can be restored to a Blackboard server.
 - You will not be able to view content in this package without Blackboard.
 - This serves as a “just in case” backup of all course content, plus student submissions.

At the very least, we recommend that you:

1. **Download Grade Center Spreadsheets** for all course sections, going back 3 academic years.
2. **Download the Files** from your most recent section of each course (for access w/out BB).
3. **Download ZIP Export** from your most recent section of each course (as a BB backup).

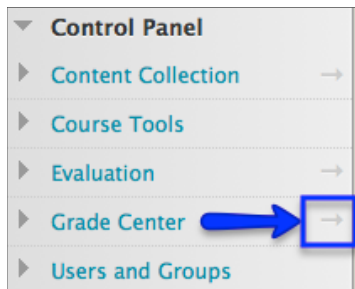
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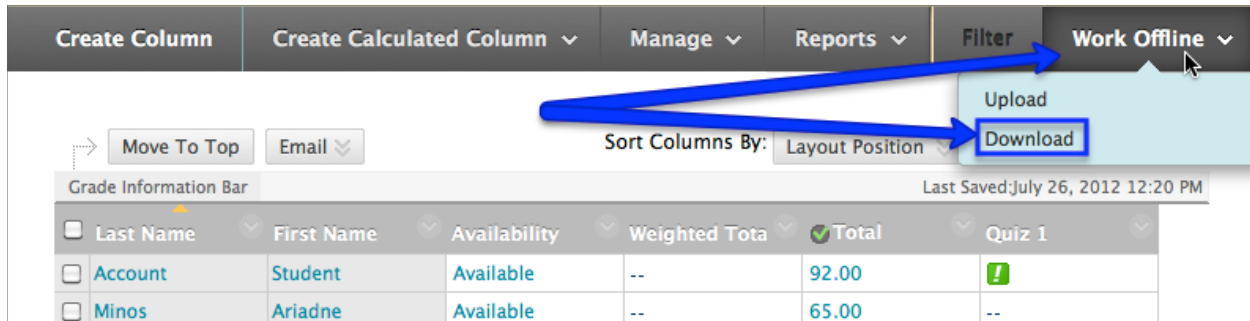
Download Grade Center Spreadsheet

This Excel/CSV file will allow you to view Grade Center data, without needing any access to Blackboard.

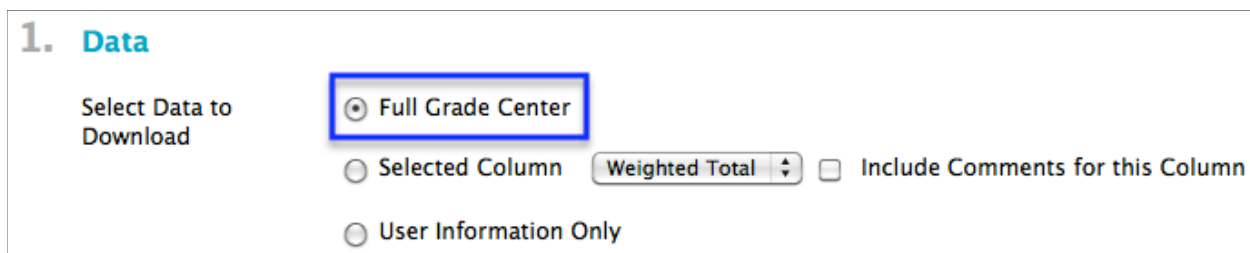
To enter the full Grade Center, click the **arrow** to the right of the Grade Center link in the Control Panel:



Roll the mouse over **Work Offline**, and select **Download**:



You can specify what data you wish to download. Generally, **Full Grade Center** is best:



Tab and **No** should be selected for **Options**:

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab

Include Hidden Information Yes No

Hidden information includes columns and users that have been hidden from view.

My Computer should be selected for **Save Location**:

3. Save Location

Select where to save the file.

Download Location My Computer
 Content Collection

Click **Submit**:



Click the **Download** button to save the file to your computer:

Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file.

←

You can then open the file in Excel, or another spreadsheet management program.

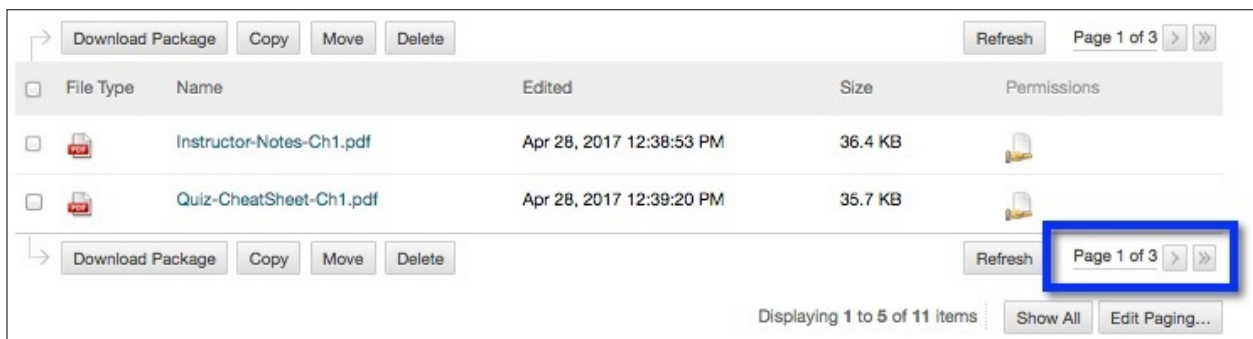
Download all Files for Future Use / Use in Canvas

Retrieve all documents and files you have uploaded to a Blackboard class.

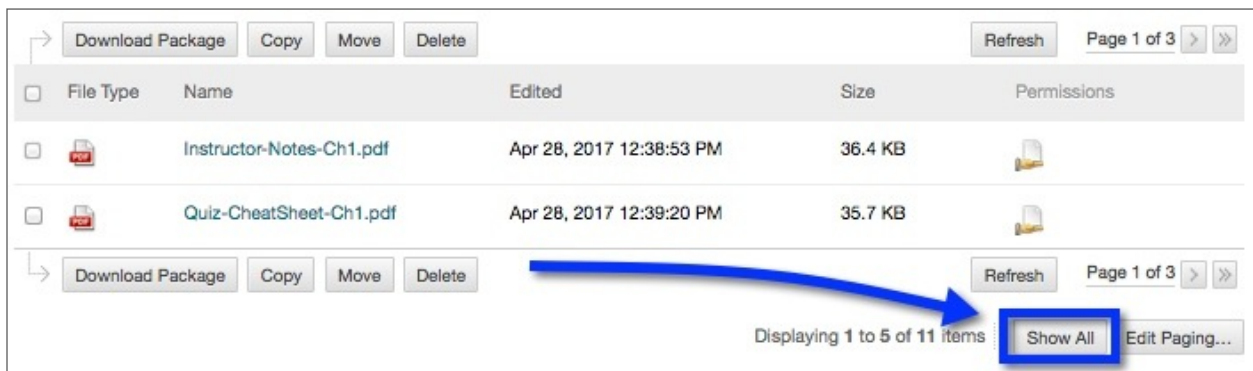
From the **Control Panel** at left, click **Content Collection**, then click your **CRN**:



Check the **page count in the lower right corner**. Do you have multiple pages?

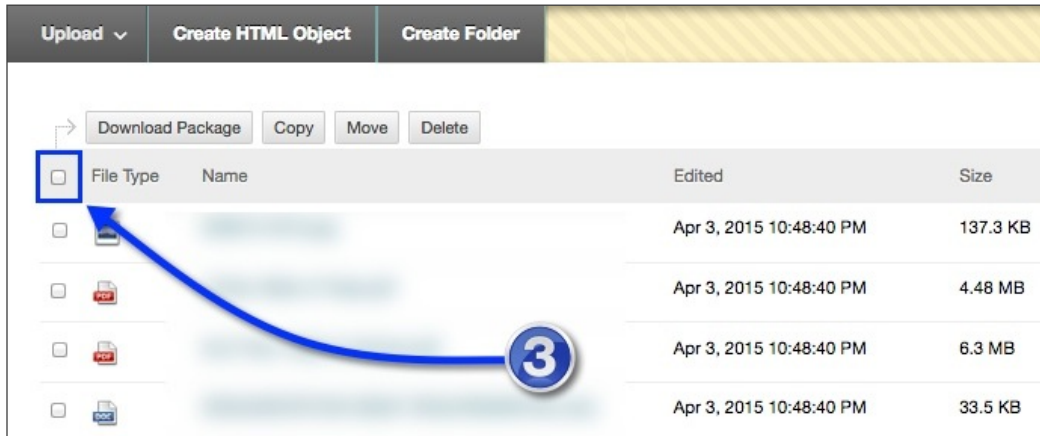


If so, click the **Show All** button:



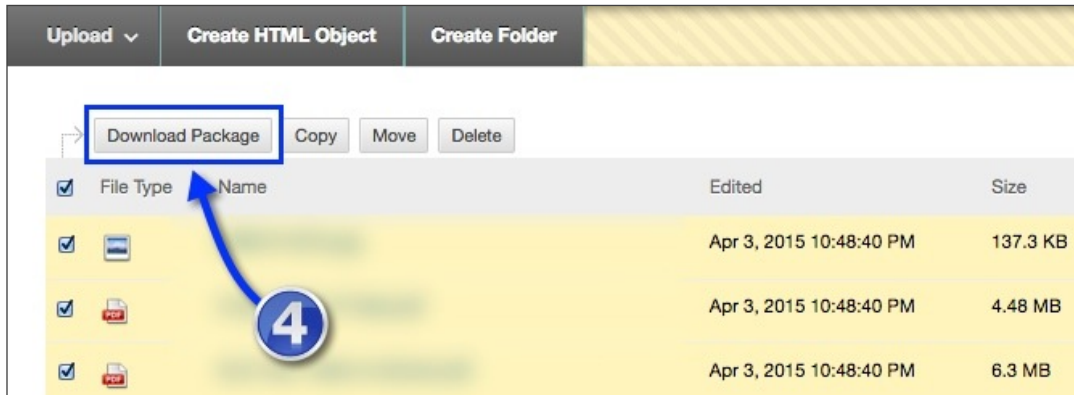
Note: if there are too many files to “Show All” on a single page, you can repeat the instructions on the next page of this PDF (steps 3-4) once for each page of Blackboard files.

Once all files are visible on this page, click to **checkmark** the box at the very top of the file list:



(Note: if you see icons/thumbnails instead of a list, click "View List" in the upper right.)

Click **Download Package**:



Depending on your browser settings, the file will immediately download, or ask you to save it.

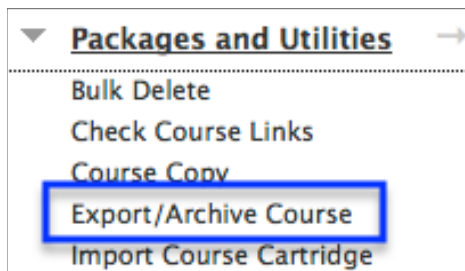
Export Test Banks for Transfer to Canvas

This ZIP file can be uploaded to Canvas or other Learning Management Systems.

From the **Control Panel**, click **Packages and Utilities**:



Then click **Export/Archive Course**:



Click the **Export Package** button:



Under “File Attachments,” select both options that include copies of the files:

2. 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 sure that the package size does not exceed the limit.*

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

Under “Select Course Materials”, click to checkmark ONLY **Tests, Surveys, and Pools**:

<input type="checkbox"/> Tasks
<input checked="" type="checkbox"/> Tests, Surveys, and Pools
<input type="checkbox"/> Wikis

Click **Submit**:



You will receive a message of success near the top of the page. Click the **Refresh** button:



When you see the export zip file listed, click the **title link**:

Export	Archive	Export Common Cartridge
File Name	Date Created	
ArchiveFile_GWCSAND-workshop-2012-07-27_20120731093128.zip	7/31/12 9:31 AM	

Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)

Download the file, *but do not un-zip it.*

Keep this zip file (on your computer’s hard drive, or burned to a CD/DVD) as a backup of your course content.

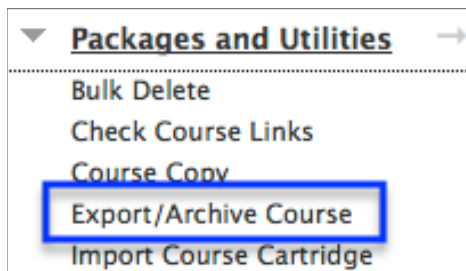
Download ZIP Export - Course Content Only

This ZIP file can ONLY BE READ BY BLACKBOARD.

From the **Control Panel**, click **Packages and Utilities**:



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Course Files Default Directory	<input type="radio"/>	Copy only links to course default directory files
	<input checked="" type="radio"/>	Copy links and include copies of the files in the course default directory
Files outside of the Course Default Directory	<input type="radio"/>	Copy only links to files stored outside of the course default directory
	<input checked="" type="radio"/>	Copy links and include copies of the files outside of the course default directory

Click to **Select All** course materials:

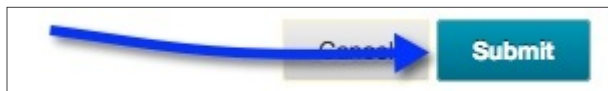


SELECT COURSE MATERIALS

Content Areas

Course Information

Click **Submit**:



You will receive a message of success near the top of the page. Click the **Refresh** button:



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Displaying 1 to 1 of 1 items

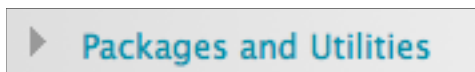
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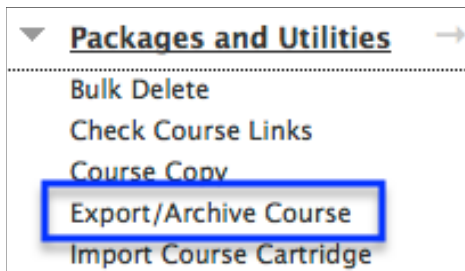
Download ZIP Archive - Including Student Submissions

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From the **Control Panel**, click **Packages and Utilities**:



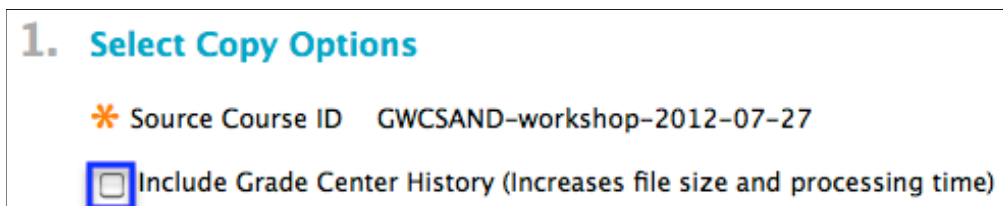
Then click **Export/Archive Course**:



Click the **Archive Course** button:



If you would like to preserve any score adjustment history and grading notes, click to checkmark **Include Grade Center History**:



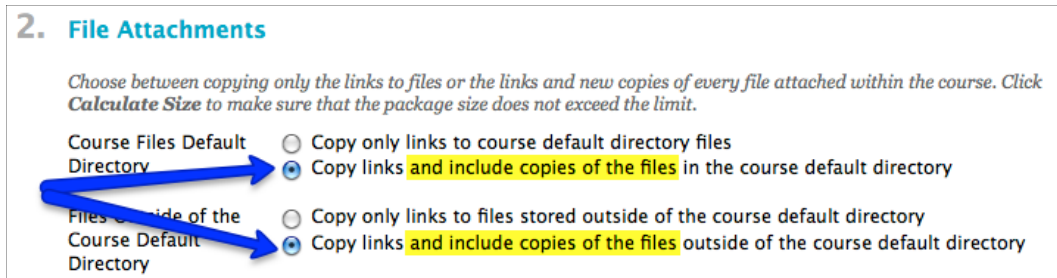
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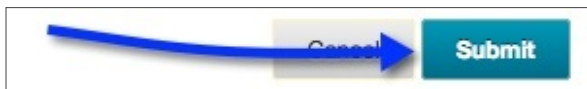
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Displaying 1 to 1 of 1 items



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Keep this zip file (on your computer’s hard drive, or burned to a CD/DVD) as an archive of your semester’s content and student activity.