

Recycling a Blackboard Course

This step-by-step guide will show you how to recycle a Blackboard course. There are three distinct steps in this process:

1. Archive the Course
2. Download and save the archive file in a safe location (Do not decompress/un-archive this zip file.)
3. Clear the student enrollment for the course (which also clears the Grade Center)

Archiving the Course: Navigate to the Export/Archive

The screenshot displays the Blackboard course interface for 'Blackboard Training Course: Spring 2015 (Test_Samba)'. The left sidebar contains a 'Control Panel' menu (marked with a red circle '1') and a 'Packages and Utilities' menu (marked with a red circle '2'). A red arrow points to the 'Export/Archive Course' option in the 'Packages and Utilities' menu. The main content area shows the 'Export Package' section with the 'Archive Course' button highlighted by a red circle and a red circle '3'. Below this, a table lists the archive file: 'ArchiveFile_Test_Samba_20141008103705.zip' with a 'Date Created' of '10/8/14 10:37 AM'. The interface also includes a 'Refresh' button, a 'Showing 1 to 1 of 1 items' indicator, and 'Show All' and 'Edit Paging...' buttons. An 'OK' button is visible in the bottom right corner.

1. While inside the course, find the **Control Panel** menu located to the left under the main course menu.
2. Click **Packages and Utilities** to expand this menu item and choose the **Export/Archive Course** option.
3. Click the **Archive** button towards the top of the screen.

Archiving the Course: Create the Archive file

Archive Course

2

Cancel

Submit

SELECT COPY OPTIONS

* Source Course ID Test_Samba

1

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

FILE ATTACHMENTS

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

Now you must set a few options before you create the archive file.

1. Always check the checkbox to 'Include Grade Center History' in your archive file.
2. Click one of the Submit buttons to begin the archive process.

Wait for the Archive File to be Created

The archive process usually lasts anywhere from one to several minutes, depending on the amount of content stored in the course. You will receive an email notification to your UT email address when the archive process is complete.

Saving the Archive File

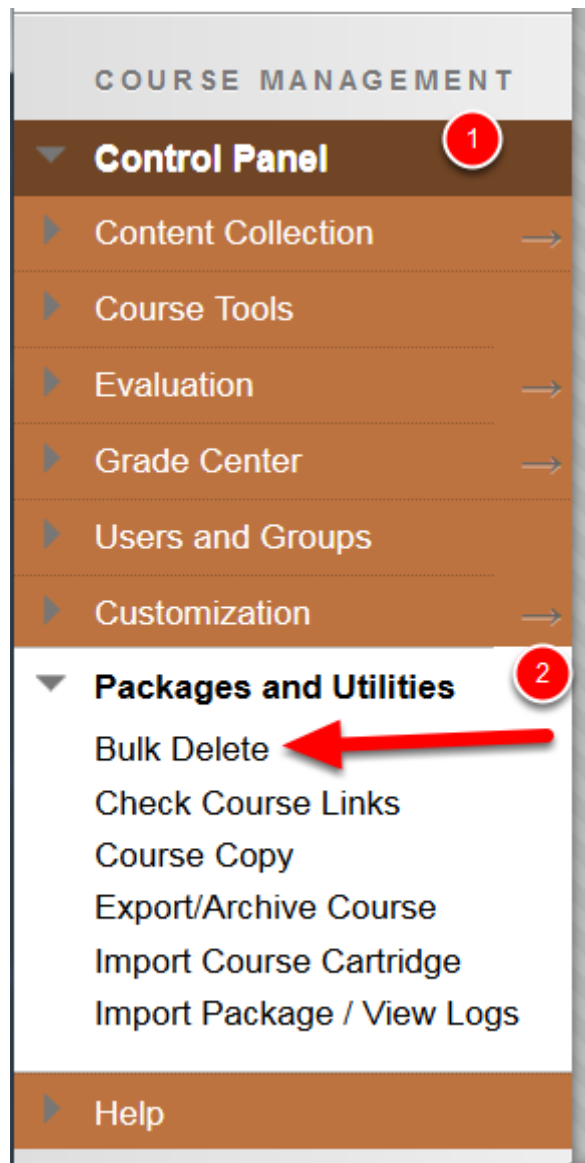
The screenshot displays the Blackboard interface for 'Export/Archive Course'. On the left, the 'Control Panel' menu is expanded, and 'Packages and Utilities' is selected, with 'Export/Archive Course' highlighted. The main content area shows a table of archive files with columns for 'File Name' and 'Date Created'. The most recent file is highlighted with a red circle (3).

File Name	Date Created
ArchiveFile_Test_Samba_20141008103705.zip	10/8/14 10:37 AM
ArchiveFile_Test_Samba_20141119100451.zip	11/19/14 10:05 AM

Once you have received notification via email that the archive process is complete, you should then download and save the zip file.

1. While inside the course, find the **Control Panel** menu located to the left under the main course menu.
2. Click **Packages and Utilities** to expand this menu item and select the Export/Archive Course option.
3. Click the **File Name** of the most recently created archive file.
4. A window will popup prompting you to save the file. Save this file in a secure location for future reference during grade disputes or to recover lost content.
5. **DO NOT UNZIP/UNARCHIVE/DECOMPRESS THIS ZIP FILE. This will corrupt your archive file and render it useless.**

NOTE: Archive files are only usable by the Blackboard software package. Most of the content of these files are meaningless gibberish outside of Blackboard. If you need a course unarchived, please send the zip file to the UTHSC Blackboard Administrator at bb@uthsc.edu. The Blackboard team will unarchive the course on a dedicated server that is separate from the production Blackboard server. This will not interfere with any courses currently in use.



The last step in recycling your Blackboard course is to remove all of the currently enroll students. These are the students who took the course the last time it was taught using Blackboard.

1. While inside the course, find the **Control Panel** menu located to the left under the main course menu.
2. Click **Packages and Utilities** to expand this menu item and select the **Bulk Delete** option.

Removing Students: Bulk Delete Users

Bulk Delete

* Indicates a required field.

Cancel

Submit

SELECT CONTENT MATERIALS TO DELETE

3

Course Documents

SCORM

Assignments

Course Information

Archive Files

SELECT OTHER MATERIALS TO DELETE

Announcements

Users 1

Groups

Discussion Board

Tests, Surveys, and Pools

Grade Center Columns

Statistics

Glossary

Blogs

Journals

Course Messages

CONFIRMATION

2

* Type "Delete" to complete this request

When the Bulk Delete page loads:

1. Scroll down to **Select Other Materials to Delete** and check the box beside Users.
2. Go to **Confirmation** and type "Delete" in the text field.
3. Click **Submit**.

Remaining Users: Non-Student Roles

When you return to **Users and Groups > Users** in the **Control Panel**, the only users enrolled are non-student users (Course Builder, Teaching Assistant, Guest, Course Director/Instructor, etc.). Now that all of the student users in the course have been removed, it is now easy for the course to be populated with new users.

Course Recycle is Complete!

You should now have an archive file (zip file) for the course stored somewhere safely in your electronic files.

Your course enrollment should only include the non-student users who should have access to

your course for the upcoming term.

You may now contact the Blackboard Administrators or the Blackboard liaison for your college to request to have your newly recycled course populated with students for the upcoming academic term.

E-mail the Blackboard Administrators at bb@uthsc.edu with any questions or enrollment requests. Enrollment should only be done after students have had adequate time to register for your course in Banner.