CHAPTER 10—COPY, IMPORT, ARCHIVE AND RECYCLE

Overview

Course Options also includes tools to copy a course, archive or recycle the course, and import content.

In this chapter

This chapter contains information on the following sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recycle Course</td>
<td>Recycle a course by selecting areas to keep and areas to remove.</td>
</tr>
<tr>
<td>Copy Course</td>
<td>Copy courses taught by the same Instructor.</td>
</tr>
<tr>
<td>Import Package</td>
<td>Add a package containing an exported course the current course.</td>
</tr>
<tr>
<td>Export/Archive Manager</td>
<td>Create course packages through Export and Archive features.</td>
</tr>
</tbody>
</table>
RECYCLE COURSE

Overview

The Recycle Course page is a useful tool for Instructors to use at the end of a course. It allows Instructors to select information to be deleted from a course and keeps the rest of the course areas for use in the future. For example, remove Students and grades but keep content.

The Course Recycler will remove all users with a role of Student from the course. Teaching Assistants, Graders, and Course Builders will not be removed.

**NOTE:** Use Archive Course to create a permanent record of the course before recycling.

Find this page

Click Recycle Course in Course Options on the Control Panel to open the Recycle Course page.

Fields

The table below details the fields on this page.

<table>
<thead>
<tr>
<th><strong>FIELD</strong></th>
<th><strong>DESCRIPTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Content Materials to Remove</td>
<td>Select the check boxes for areas within the course that will be deleted. For example, if Staff Information is selected all of the data within Staff Information will be deleted.</td>
</tr>
<tr>
<td>Select Other Course Materials to Remove</td>
<td>Select the check boxes for areas within the course that will be deleted. For example, if Discussion Board is selected all of the Discussion Boards in the course will be deleted.</td>
</tr>
</tbody>
</table>
COPY COURSE

Overview

Copy Course can be used in several different ways:

- Copy selected course materials into a new course to create a new section of the same course.
- Copy selected course materials into an existing course to share content across several courses without having to recreate the content in each course.
- Copy just enrollments (or enrollments and selected content and tools) to easily move users from one sequential course to the next course.
- Create an exact copy of a course, including enrollments and user data.

NOTE: A user can only copy materials into a course where the user has a role of Instructor, Teaching Assistant, or Course Builder.

Find this page

Select Copy Course on the Control Panel to open the Copy Course page.

Available functions

The following functions are accessible from the Copy Course page.

<table>
<thead>
<tr>
<th>TO . . .</th>
<th>CLICK . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy some or all of the course materials into a new course</td>
<td>Copy Course Materials into a New Course</td>
</tr>
<tr>
<td>Copy some or all of the course materials into an existing course</td>
<td>Copy Course Materials into an Existing Course</td>
</tr>
<tr>
<td>Make an exact copy of the course including enrollments</td>
<td>Copy Course with Users (Exact Copy)</td>
</tr>
</tbody>
</table>

Content System items

When a course is copied, links to Content Collection items within the course are included. The permissions to these items must be updated so users in the new course can successfully access these links. See the topic Course Copy and Content System Items for additional information.
COPY COURSE MATERIALS INTO A NEW COURSE

Overview

Copying course materials into a new course creates a course in the system and populates it with content from a course already on the system. The Course Menu specified in the source course will replace the default Course Menu in the new course.

Find this page

Follow these steps to locate the Copy Course Materials into a New Course page.

1. Click **Course Copy** from the Control Panel.
2. Click **Copy Course Materials** into a New Course from the Copy Course page.

Destination Course ID

Enter a Course ID for the new course that will be created and populated with content from the current course. Please make sure that the new Course ID matches the naming convention used at the institution. Also, the Course ID should not have any spaces or characters other than numbers and letters (A-Z), dash (-), underscore (_), and period (.). The Course ID must be unique and remain static. It cannot be modified.

Select course materials

Select the check boxes for each course area and tool in the course that should be copied into the new course. The table below details what happens to each selectable option when the copy is performed.

<table>
<thead>
<tr>
<th>COURSE MATERIAL</th>
<th>BEHAVIOR WHEN COPIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Copies course materials, including uploaded files, Learning Units, links. Users may also select to include Course Information, Course documents, Assignments, and External Links.</td>
</tr>
<tr>
<td>Announcements</td>
<td>All Announcements are copied to the new course. This option must be selected or the links in Announcements to Assessments will be broken.</td>
</tr>
<tr>
<td>Tests, Surveys, and Pools</td>
<td>All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course.</td>
</tr>
</tbody>
</table>

NOTE: A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.
## Course Material

<table>
<thead>
<tr>
<th>COURSE MATERIAL</th>
<th>BEHAVIOR WHEN COPIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar</td>
<td>All Calendar events are copied to the new course.</td>
</tr>
<tr>
<td>Collaboration Sessions</td>
<td>Copies Collaboration Sessions.</td>
</tr>
<tr>
<td>Course Settings</td>
<td>Some Course Settings will be copied.</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>Discussion Board forums, including the initial posts in each forum, are copied to the new course.</td>
</tr>
<tr>
<td>Gradebook Items and Settings</td>
<td>Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new course.</td>
</tr>
<tr>
<td>Group Settings</td>
<td>Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.</td>
</tr>
<tr>
<td>Staff Information</td>
<td>All Staff Information is copied to the new course.</td>
</tr>
</tbody>
</table>

### Course Cartridge content

Copy Protected Cartridge content is only copied if the **Course Cartridge Materials** option is selected. This option only appears if there is Copy Protected Cartridge content in the course. The destination course maintains the availability settings for the source course.

### Course Settings

When Course Settings is selected, certain settings are copied to the new course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options
Select Enrollments

If Enrollment is selected, the list of users in the course will be copied. User records in the course will not be copied. This includes the following:

- Gradebook Records
- Discussion Board posts (including Groups Discussion Board posts)
- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions
- Course Statistics
- Collaboration session logs
- User Home pages
- The Electric Blackboard® entries

User records are only copied if the **Copy Course with Users (Exact Copy)** option is selected.
COPY COURSE MATERIALS INTO AN EXISTING COURSE

Overview

The Copy Course Materials into an Existing Course page enables Instructors to copy content from one course into another they are teaching. Instructors can select areas, such as Announcements, Staff Information or Course areas to copy. Copy Course will add content to a course, but it will not remove existing content.

Find this page

Follow these steps to locate the Copy Course Materials into a New Course page.

1. Click Course Copy from the Control Panel.
2. Click Copy Course Materials into an Existing Course from the Copy Course page.

Destination Course ID

Enter a Course ID for the destination course or click Browse to open a Search function in a separate window.

Select course materials

Select the check boxes for each course area and tool in the course that should be copied into the existing course. The table below details what happens to each selectable option when the copy is performed.

<table>
<thead>
<tr>
<th>COURSE MATERIAL</th>
<th>BEHAVIOR WHEN COPIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Copies course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments, and External Links.</td>
</tr>
<tr>
<td>Announcements</td>
<td>All Announcements are copied to the new course. This option must be selected or the links in Announcements to Assessments will be broken.</td>
</tr>
<tr>
<td>Tests, Surveys, and Pools</td>
<td>All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course.</td>
</tr>
<tr>
<td>Calendar</td>
<td>All Calendar events are copied to the new course.</td>
</tr>
</tbody>
</table>

NOTE: A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.
Collaboration Sessions

Some Course Settings will be copied.

Discussion Board

Discussion Board forums, including the initial posts in each forum, are copied to the new course.

Gradebook Items and Settings

Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new course.

Group Settings

Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.

Staff Information

All Staff Information is copied to the new course.

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Course Settings

When Course Settings is selected, certain settings are copied to the existing course. These include the following:

- Course Entry Point
- Course Design
- Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Course ID
- Course Name
- Course Description
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Resolving Course Menu items

When copying content and tools from one course to an existing course, the Course Menu must resolve itself in the destination course. The table below describes the how Course Menu items are resolved.

<table>
<thead>
<tr>
<th>If . . .</th>
<th>Then . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Course area in the source course does not exist in the destination course</td>
<td>the area will be added to the Course Menu in the destination course.</td>
</tr>
</tbody>
</table>
If . . . | THEN . . .
---|---
the Course area in the source course and the Course area in the destination course have the same name and are of the same type (for example, External Links, Staff Information, or content) | the content from the source course will be added, but will not replace, the content in the area within the destination course.
the Course area in the source course and the Course area in the destination course have the same name but are of different types | the Course area from the source course will be added to the destination course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).

Links

Links to parts of a course that are not included in the copy will break when the links appear in the destination course. For example, if there is a link to a Test in a course area and Assessments are not copied, the link to the test will break.

Course Cartridge content

The **Course Cartridge Materials** option is only successful if the source course includes Copy Protected cartridge content and the destination course does not have a Cartridge ID. If this option is selected, the Copy Protected cartridge content will be copied to the destination course with the Cartridge ID assigned. This option only appears if there is Copy Protected Cartridge content in the source course.

If the destination course already has a Cartridge ID (meaning it already includes Copy Protected cartridge content), neither the cartridge content nor the Cartridge ID may be copied from the source course to the destination course. If the **Course Cartridge Materials** option is selected, the copy operation will be successful, but a note in the receipt states that the Course Cartridge Materials will not be copied.

If the source course and the destination course have the same Cartridge ID, the content may be copied successfully.

Select Enrollments

If **Enrollment** is selected, the list of users in the course will be copied. User records in the course will not be copied. This includes the following:

- Gradebook Records
- Discussion Board posts (including Groups Discussion Board posts)
- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions
- Course Statistics
- Collaboration session logs
• User Home pages
• The Electric Blackboard® entries

User records are only copied if the Copy Course with Users (Exact Copy) option is selected.
COPY COURSE WITH USERS (EXACT COPY)

Overview

Copy Course with Users performs a complete copy of the course. This is the only Copy option that copies user records, such as grades and Discussion Board posts, to the new course. This option is useful if a course is split into multiple sections. The Instructor may do an exact copy and then un-enroll specific students to create two sections of the same course.

NOTE: All Course Cartridge content is copied during a Copied Course with Users operation.

Find this page

Follow these steps to locate the Copy Course with Users (Exact Copy).

1. Click Course Copy from the Control Panel.
2. Click Copy Course with Users (Exact Copy) from the Copy Course page.

Copy the Course

Enter the Course ID for the Destination Course and select Submit. The new course will contain all of the same content and all of the same user enrollments and staff assignments as the current course.

Please make sure that the new Course ID matches the naming convention used at the institution. Also, the Course ID should not have any spaces or characters other than numbers and letters, dash (-), underscore (_), and period (.). The Course ID must be unique and remain static. It cannot be modified.
### IMPORT PACKAGE

#### Overview

Instructors may use the Import Package page to upload course materials from another course. For example, if they have exported a course they may import the whole course package, or selected parts of the course through Import Package.

Never upload an Exported Course package that has been modified since it was created and downloaded. Opening the .ZIP file and changing any of the files in the Exported Course package will result in unstable and unpredictable behavior when the course is imported.

#### Find this Page

Click **Import Package** under Course Options on the Control Panel to open the Import Course Cartridge page.

#### Fields

The table below details the fields on the Import Package page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Course</td>
<td>Destination Course ID Displays the Course ID for the course.</td>
</tr>
<tr>
<td>Select a Package</td>
<td>Please Browse for the location of the packaged course Either enter the path to the course package or click Browse to search for the course package.</td>
</tr>
<tr>
<td>Course areas</td>
<td>Select the option for each course area and tool in the course that should be imported.</td>
</tr>
</tbody>
</table>
The table below details what happens to each selectable option when the import is performed.

<table>
<thead>
<tr>
<th>COURSE MATERIAL</th>
<th>BEHAVIOR WHEN COPIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Imports course materials, including the following, from the package:</td>
</tr>
<tr>
<td></td>
<td>• Uploaded files</td>
</tr>
<tr>
<td></td>
<td>• Learning Units</td>
</tr>
<tr>
<td></td>
<td>• Links</td>
</tr>
<tr>
<td></td>
<td>• Course Information</td>
</tr>
<tr>
<td></td>
<td>• Course Documents</td>
</tr>
<tr>
<td></td>
<td>• Assignments</td>
</tr>
<tr>
<td></td>
<td>• External Links</td>
</tr>
<tr>
<td></td>
<td>• Building Block content</td>
</tr>
<tr>
<td>Announcements</td>
<td>All Announcements are imported. If Assessment links appear in Course areas, then this option must be selected, or the link to the Assessment will be broken.</td>
</tr>
<tr>
<td>Tests, Surveys, and Pools</td>
<td>All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are imported to the new course.</td>
</tr>
<tr>
<td>Calendar</td>
<td>All Calendar items are imported to the new course.</td>
</tr>
<tr>
<td>Course Settings</td>
<td>Some Course Settings will be imported.</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>Discussion Board forums, including the initial message in the Discussion Board, are imported.</td>
</tr>
<tr>
<td>Gradebook Items and Settings</td>
<td>Items in the Gradebook, and their settings, such as type, categories, and display options, are imported.</td>
</tr>
<tr>
<td>Group Settings</td>
<td>Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.</td>
</tr>
<tr>
<td>Staff Information</td>
<td>All Staff Information is imported.</td>
</tr>
</tbody>
</table>

Course Settings

When Course Settings is selected, certain settings are imported to the course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner

Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not imported as part of this operation:
- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

### Resolving the Course Menu items

When importing a package, the Course Menu must resolve itself in the destination course. The table below describes how Course Menu items are resolved.

<table>
<thead>
<tr>
<th>IF . . .</th>
<th>THEN . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Course area in the package does not exist in the destination course</td>
<td>the area will be added to the Course Menu in the destination course.</td>
</tr>
<tr>
<td>the Course area in the package and the Course area in the destination course have the same name and are of the same type (for example, External Links, Staff Information, or content)</td>
<td>the content from the package will be added, but will not replace, the content in the area within the destination course.</td>
</tr>
<tr>
<td>the Course area in the package and the Course area in the destination course have the same name but are of different types</td>
<td>the Course area from the package will be added to the destination course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).</td>
</tr>
</tbody>
</table>

### Course Links

Links to parts of a course that are not included in the export package will break when the links appear in the destination course. For example, if there is a link to a Test in a course area and Tests, Surveys and Pools are not exported, the link to the Test will break.
**EXPORT / ARCHIVE MANAGER**

**Overview**

The Export / Archive Manager page organizes all export and archive packages that are created from the course. When the course is exported or archived, a link to the package appears on this page. The Instructor may download the package to a local computer, and then use it in the future for import or restore operations.

When a package is exported or archived, it does not appear on this page immediately. An email is sent to the user once the system has created the package; the user may then open this page to find the package and download it.

| NOTE: It is recommended that packages be removed from this page once they are downloaded. Each package counts against the course quota; so keeping packages on this page may result in limited space to add additional content to the course. |

**Find this page**

Click Export Courses from the Control Panel to open the Export / Archive Manager page.

**Functions**

The following table details the functions available from the Export / Archive Manager page.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>CLICK . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>export a course</td>
<td>Export in the Action Bar. The Export Course page appears.</td>
</tr>
<tr>
<td>archive a course</td>
<td>Archive in the Action Bar. The Archive Course page appears.</td>
</tr>
<tr>
<td>download a course package</td>
<td>the link to the package in the File column. Save the .zip file to a local computer.</td>
</tr>
<tr>
<td>view the log details</td>
<td>Log next to the package. The Log page appears.</td>
</tr>
<tr>
<td>view the package creation details</td>
<td>Detailed Log next to the package. The Detailed Log page appears explaining the different parts of the operation.</td>
</tr>
<tr>
<td>remove a course package</td>
<td>Remove next to the package.</td>
</tr>
</tbody>
</table>
**EXPORT COURSE**

**Overview**

The Export Course feature creates a package of the course content that can later be imported and used to teach another course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the course—it only includes the content and the tools.

Export packages are downloaded as compressed .ZIP files and are imported in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

**Find this page**

Follow these steps to open the Manage Exports page.

1. Click **Export Course** from the Control Panel.
2. Click **Export** from the Action Bar of the Export / Archive Manager page.

**Select course materials**

The table below details what happens to each selectable option when the export is performed.

<table>
<thead>
<tr>
<th>COURSE MATERIAL</th>
<th>BEHAVIOR WHEN EXPORTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Exports course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments and External Links.</td>
</tr>
<tr>
<td>Announcements</td>
<td>All Announcements are exported.</td>
</tr>
<tr>
<td>Tests, Surveys, and Pools</td>
<td>All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are exported.</td>
</tr>
<tr>
<td>Calendar</td>
<td>All Calendar items are exported to the new course.</td>
</tr>
<tr>
<td>Course Settings</td>
<td>Some Course Settings will be exported.</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>Discussion Board forums, including the initial message in the Discussion Board, are exported.</td>
</tr>
<tr>
<td>Gradebook Items and Settings</td>
<td>Items in the Gradebook, and their settings, such as type, categories, and display options, are exported.</td>
</tr>
<tr>
<td>Group Settings</td>
<td>Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.</td>
</tr>
<tr>
<td>Staff Information</td>
<td>All Staff Information is exported.</td>
</tr>
</tbody>
</table>

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Course Settings

When **Course Settings** is selected, settings are exported. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools
- Building Block Tools
- Content Tools
- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

**NOTE:** For information on which settings are included in an import operation, see the Import Package topic.

Download the course package

After the Export Course page is submitted the system creates the course package. When the package is complete, the Instructor who initiated the operation receives an email. After the email is received, Instructors may open the Export / Archive Manager page in the Blackboard application and download the course package to the local computer.
**ARCHIVE COURSE**

**Overview**

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

Archived courses are saved as .zip files. Archiving a course does not remove it from the system.

**Find this page**

Follow these steps to open the Archive Course page.

1. Click **Archive Course** from the Control Panel.
2. Click **Archive** from the Action Bar of the Export / Archive Manager page.

**Create Archive**

Select **Submit** to archive the course contents and save it for future use.

**Download the course package**

After the Archive Course page is submitted the system creates the course package. When the package is complete, the Instructor who initiated the operation receives an email. After the email is received, the Instructors may open the Export / Archive Manager page in the Blackboard application and download the course package to the local computer.