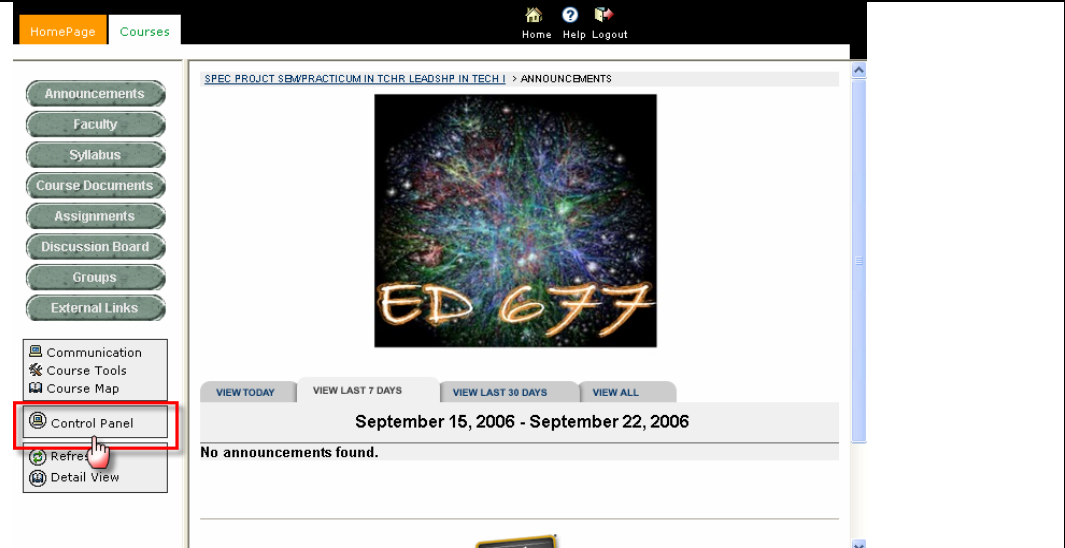


Control Panel: Copy & Archive Goucher College

Access to Course Options

From the **Announcements** page
Click on the **Control Panel** link

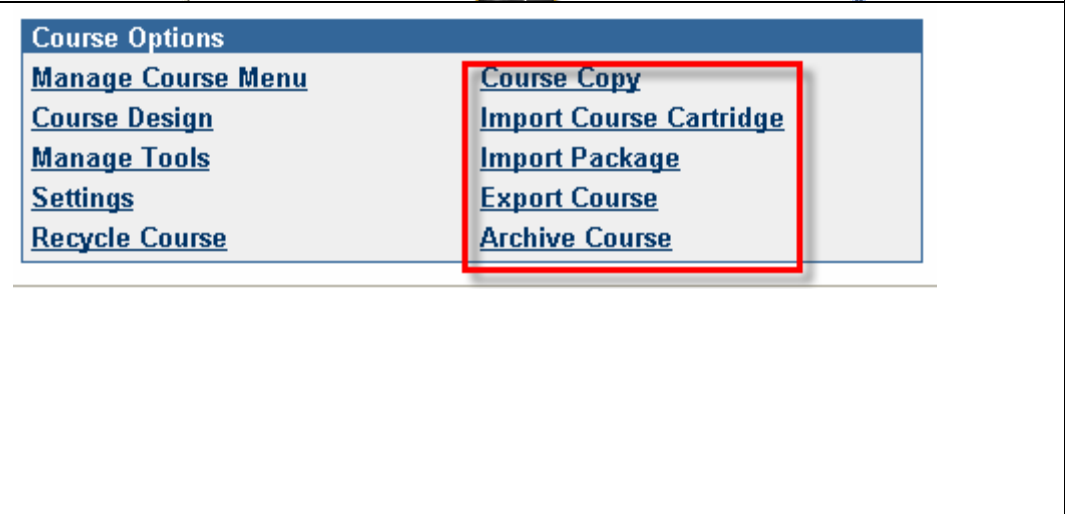
Note: You should be in the course you would like copied



Inside the **Control Panel**

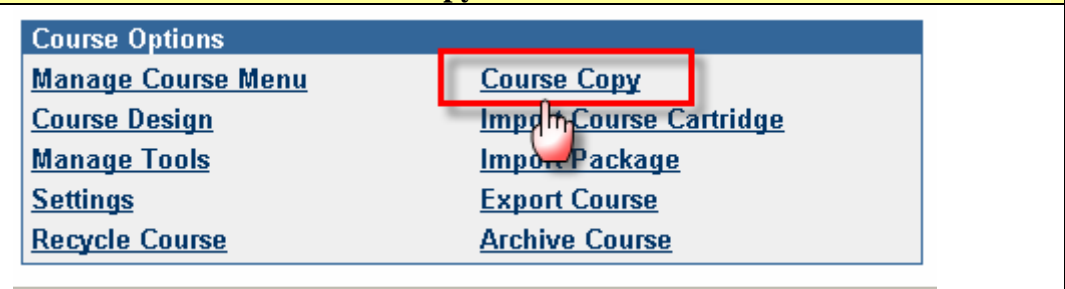
Look for the **Course Options** area

Note: This module will explain Course Copy, Archive Course and Import an Archived Course.




Course Copy

Click on the **Course Copy** link



The **Course Copy** page opens

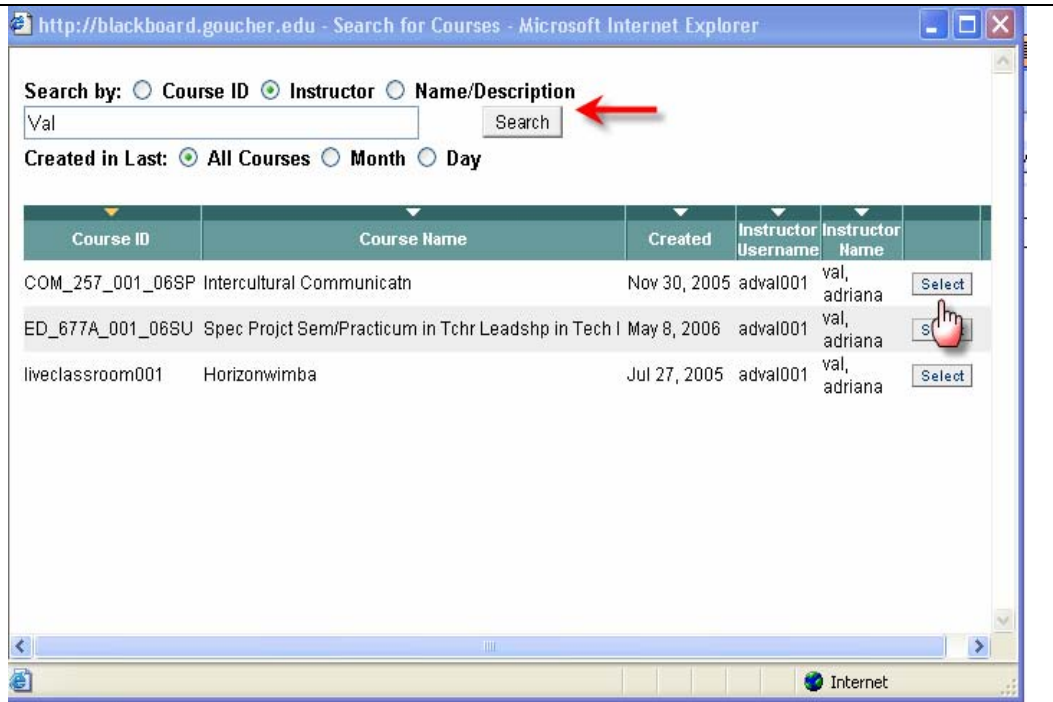


<p>Copy Course Materials into a New Course is not available to instructors</p>	<p>SPEC PROJECT SBWPRACTICUM IN TCHR LEADSHP IN TECH I > CONTROL PANEL > C</p> <p> Copy Course</p> <hr/> <ul style="list-style-type: none"> ▶ Copy Course Materials into a New Course ▶ Copy Course Materials into an Existing Course
<p>Copy Course Materials into an Existing Course adds to an existing course, materials from another course.</p>	<p>SPEC PROJECT SBWPRACTICUM IN TCHR LEADSHP IN TECH I > CONTROL PANEL > C</p> <p> Copy Course</p> <hr/> <ul style="list-style-type: none"> ▶ Copy Course Materials into a New Course ▶ Copy Course Materials into an Existing Course
<p>Select Copy Course Materials into an Existing Course</p>	<p>SPEC PROJECT SBWPRACTICUM IN TCHR LEADSHP IN TECH I > CONTROL PANEL > C</p> <p> Copy Course</p> <hr/> <ul style="list-style-type: none"> ▶ Copy Course Materials into a New Course ▶ Copy Course Materials into an Existing Course 
<p>The Copy Course Materials into an Existing Course page opens</p> <p>Browse to find the course to which you want to copy the content.</p> <p>Or you may type the course ID if you have it (i.e. ED_677_001_06FA). It needs to be an exact ID for it to work.</p>	<p> Copy Course Materials into an Existing Course</p> <hr/> <p>Appropriate privileges are needed to copy materials to a destination.</p> <p>1 Course Selection</p> <p>* Destination Course ID <input type="text"/> <input type="button" value="Browse..."/></p> 

You may search by **Course ID**, **Instructor**, or **Name/Description**

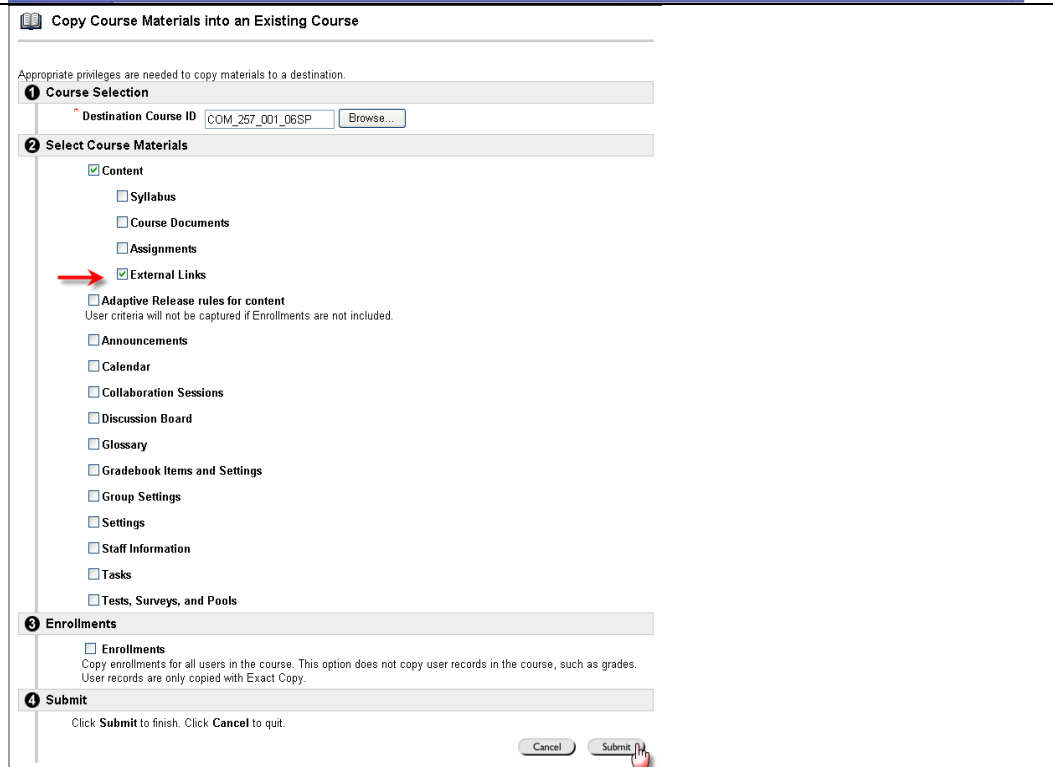
To search by instructor:

1. Select the **Instructor** button
2. Type the instructor's last name in the search field
3. Click on **Search**
4. Click **Select** from the list of courses, to select the desired course



Select the course materials to copy

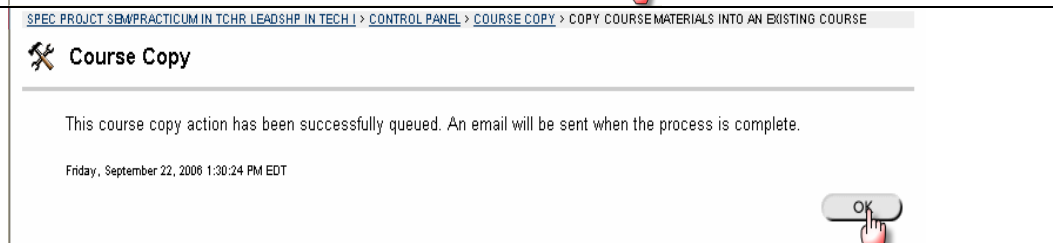
Click **Submit**





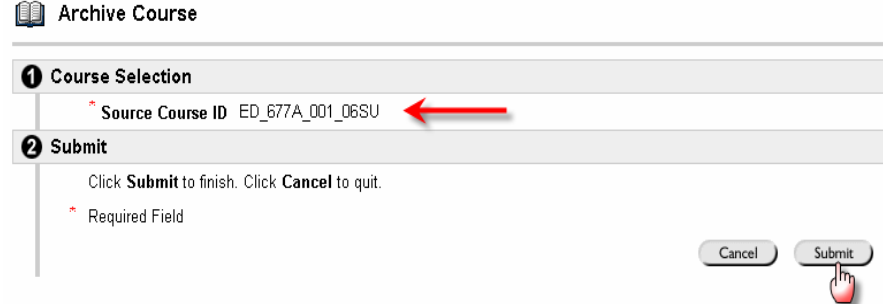
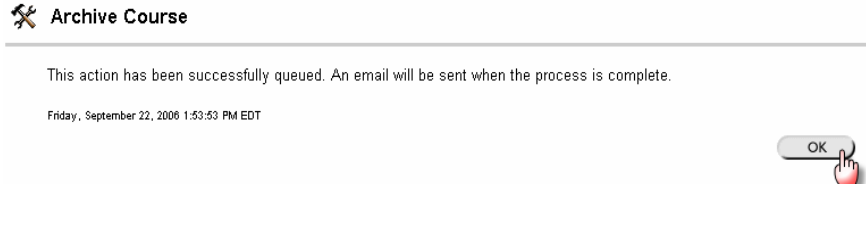
A **Receipt** is given

Click **OK**

You will get an email when the process is complete.



Archive Course

<p>Click on Archive Course</p>	 <p>Course Options</p> <ul style="list-style-type: none">Manage Course MenuCourse DesignManage ToolsSettingsRecycle CourseCourse CopyImport Course CartridgeImport PackageExport CourseArchive Course
<p>The Export/Archive Manager page opens</p> <p>Click on Archive</p> <p><i>Note: Export is only used to export some parts of a course to another course.</i></p>	 <p>SPEC PROJECT SEM/PRACTICUM IN TCHR LEADSH. IN TECH > CONTROL PANEL > EXPORT/ARCHIVE</p> <h3>Export/Archive Manager</h3> <p>Export Archive</p> <p>No packages exist for this course.</p> <p>OK</p>
<p>The Archive Course page opens</p> <p>Click Submit</p>	 <h3>Archive Course</h3> <ol style="list-style-type: none">Course Selection<ul style="list-style-type: none">* Source Course ID ED_677A_001_06SUSubmit<p>Click Submit to finish. Click Cancel to quit.</p><p>* Required Field</p> <p>Cancel Submit</p>
<p>A Receipt is given. An email is sent when the process is complete. Click OK</p>	 <h3>Archive Course</h3> <p>This action has been successfully queued. An email will be sent when the process is complete.</p> <p>Friday, September 22, 2006 1:53:53 PM EDT</p> <p>OK</p>

Example of an email confirming the **Archive Process**.

To download a copy, go to **Control Panel**, then **Archives**.

Archive: ED_677A_001_06SU

franwhite@goucher.edu

To: Val, Adriana

To: adriana val

Archive: ED_677A_001_06SU

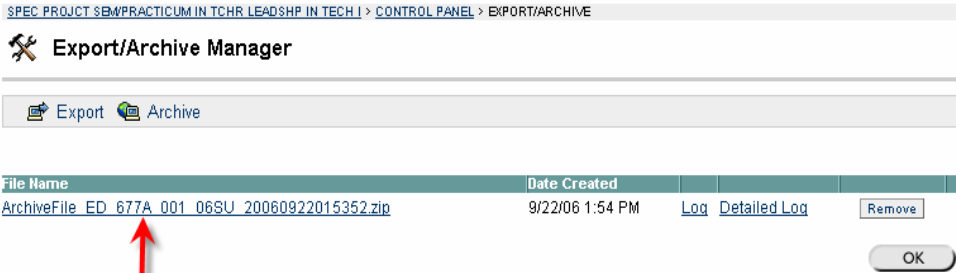
The operation has completed. The file may be downloaded from the Control Panel.

The results of the process are shown below.

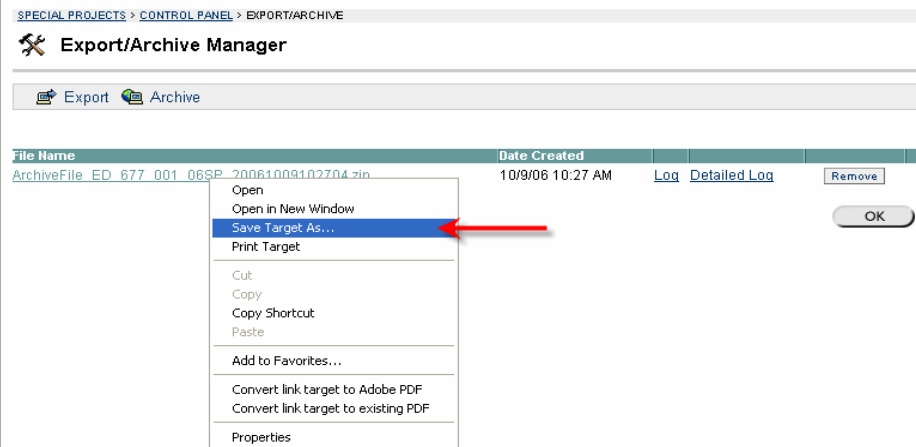
Sep 22, 2006 1:54:06 PM - Status: The operation archive has completed.

The archived copy is saved in the **Export/Archive Manager**. You may not see the contents, but you can upload the file to a new course shell. New shells are created by the system's administrator.

Note: Courses are kept on the server, and most of the time you will use only the copy function.

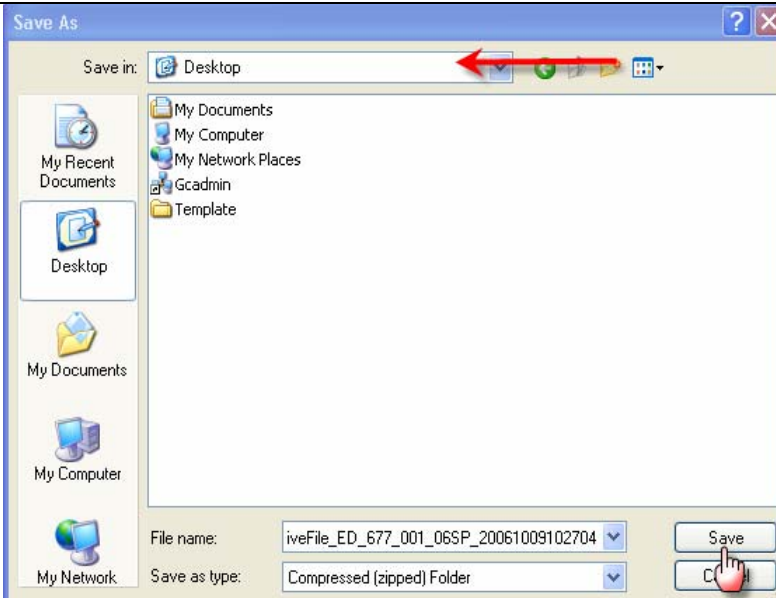


To save the content to your hard drive, Right click on the archived file and select **Save Target As** to save a copy to your desktop.



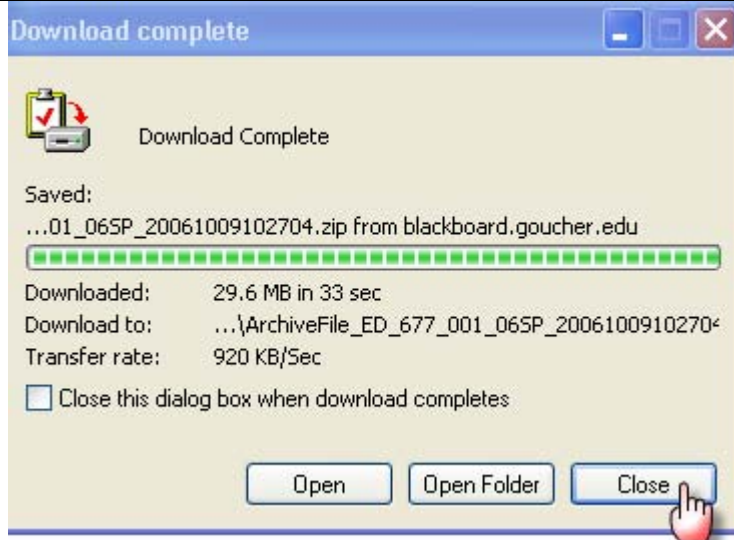
Select **Desktop**,
and Click on
Save

*Note: The
archive is a zip
file.*

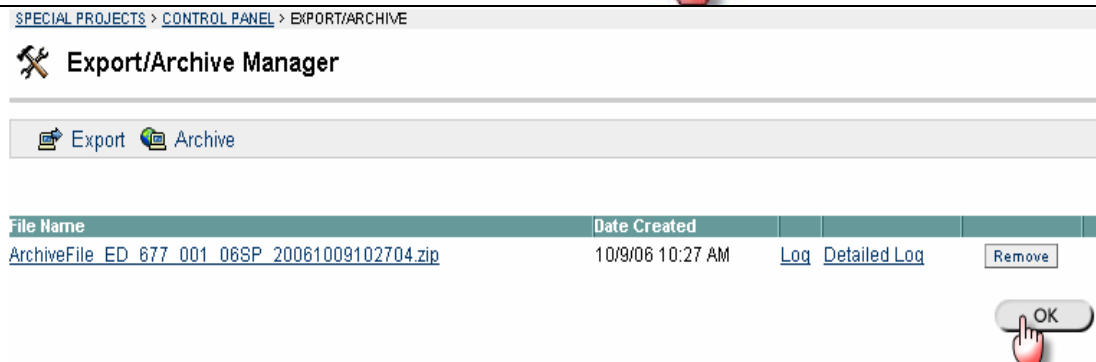


When the
download is
complete, click
on Close.

*Note: This file
can only be used
to upload its
content to a
Blackboard
course.*



Click **OK** to exit



Import

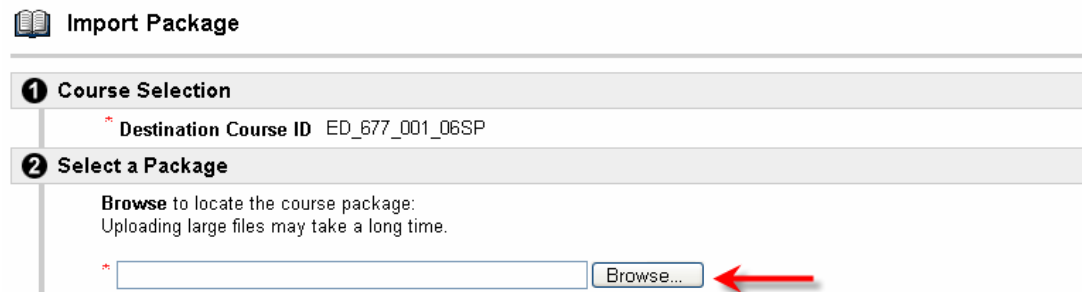
From the Control Panel, Course Options, select **Import Package**.

Note: You need to be inside the shell (course) to which you need to upload the content of the archived course.



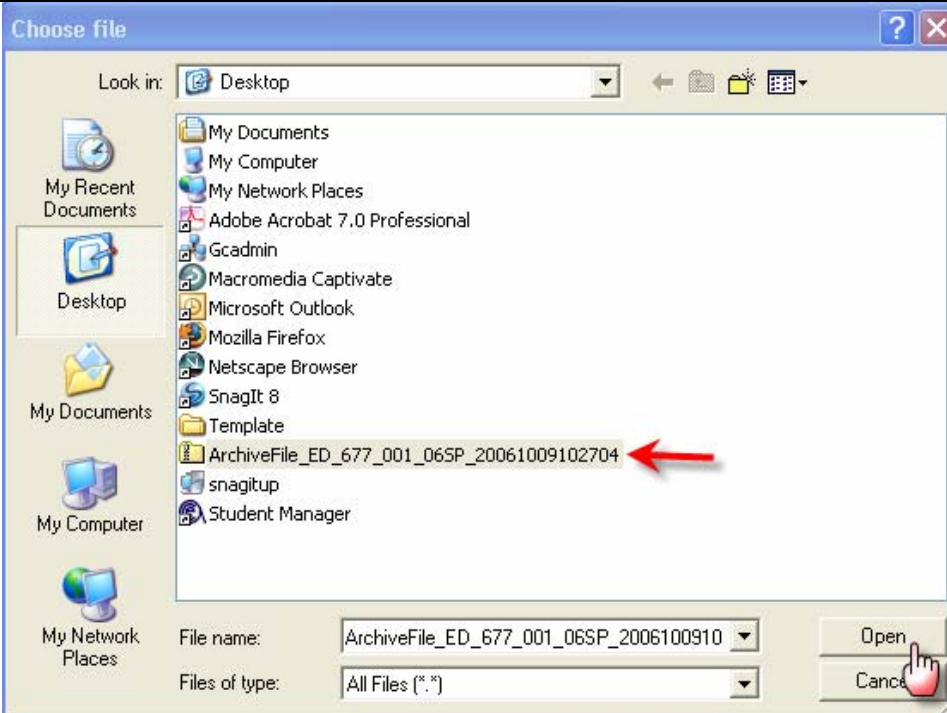
The **Import Package** page opens.

Click on **Browse** to locate your file



The **Choose file** window opens.

Select the file and click **Open**



<p>The selected file appears with the correct path to be uploaded.</p> <p>Select all the materials to include in the import process.</p> <p>Click Submit</p> <p><i>Note: Archives are files that contain everything at the time the course is archived.</i></p>	<p>SPECIAL PROJECTS > CONTROL PANEL > IMPORT PACKAGE</p> <p>Import Package</p> <p>1 Course Selection</p> <p>* Destination Course ID ED_677_001_06SP</p> <p>2 Select a Package</p> <p>Browse to locate the course package: Uploading large files may take a long time.</p> <p>C:\Documents and Settings\adva001\Desktop\ArchiveFile\ Browse...</p> <p>3 Select Course Materials</p> <p>Select materials to include in the import process. To recreate a course from an archive package, including user records, use Restore instead of Import.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Content <input checked="" type="checkbox"/> Adaptive Release rules for content <input checked="" type="checkbox"/> Announcements <input checked="" type="checkbox"/> Calendar <input checked="" type="checkbox"/> Collaboration Sessions <input checked="" type="checkbox"/> Discussion Board <input checked="" type="checkbox"/> Glossary <input checked="" type="checkbox"/> Gradebook Items and Settings <input checked="" type="checkbox"/> Group Settings <input checked="" type="checkbox"/> Settings <input checked="" type="checkbox"/> Staff Information <input checked="" type="checkbox"/> Tasks <input checked="" type="checkbox"/> Tests, Surveys, and Pools <p>4 Submit</p> <p>Click Submit to finish. Click Cancel to quit.</p> <p>* Required Field</p> <p>Cancel Submit</p>
<p>Recreate</p>	<p>Instructors do not have access to the Recreate feature suggested in the above page.</p>
<p>Archive</p>	<p>The Archive feature is useful if instructors need to keep the content of a course that is going to be deleted from the Blackboard System.</p>

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